

# BOARD OF SUPERVISORS

Brown County



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## HUMAN SERVICES COMMITTEE

Erik Hoyer, Chair  
Patrick Evans, Vice Chair  
Joan Brusky, Thomas De Wane, Aaron Linssen

### **HUMAN SERVICES COMMITTEE**

**Wednesday, May 22, 2019**

**6:00 pm**

**Room 200, Northern Building  
305 E. Walnut Street, Green Bay**

### **NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 24, 2019.

#### **Comments from the Public**

1. **Review Minutes of:**
  - a. Aging & Disability Resource Center of Brown County (March 28, 2019).
  - b. Children With Disabilities Education Board (April 16, 2019).
  - b. Human Services Board (March 14, 2019).

#### **Communications**

2. Communication from Supervisor Ballard re: For the Brown County Board of Health to cease sharing demographic and personal information of residents with drug companies and other third parties for the purpose of sending out notifications of missed vaccinations. Instead, this essential educational program should be operated in-house and a budget adjustment of \$2,500 would be needed. Doing this in-house is consistent with other health departments in the state; allows the program to continue at a low cost; and respects the privacy rights of the citizenry.  
*Motion at April meeting: To hold for 30 days.*
3. Communication from Supervisors Hoyer and Borchardt re: Draft a resolution acknowledging that September is National Suicide Prevention month. *Motion at April meeting: To have Chair Hoyer work with Corp Counsel to bring back a resolution to be voted on.*

#### **Administration Report**

4. CIP Update.

#### **Wind Turbine Update**

5. Receive new information – Standing Item.

### **Resolutions and Ordinances**

6. Resolution Tentatively Approving Levy for CDEB Budget, Including Syble Hopp School, for Fiscal Year 07-01-2019 to 06-30-2020.
7. Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division AODA Counselor Position.

### **Health & Human Services Department**

8. Budget Adjustment Request (19-037): Any increase in expenses with an offsetting increase in revenue.
9. Budget Adjustment Request (19-038): Any increase in expenses with an offsetting increase in revenue.
10. Executive Director's Report.
11. Finance Report for Community Treatment Center and Community Services.
12. NeighborWorks Lease Agreement for Visitation Facility.
13. Approval of Change Order for Concord Group in the Amount of \$61,052 (DRAFT).
14. Approval of Change Order for Venture Architects in the amount of \$172,788 (DRAFT).
15. Statistical Reports.
  - a. Monthly CTC Data.
    - i. Bay Haven Crisis Diversion.
    - ii. Nicolet Psychiatric Center.
    - iii. Bayshore Village (Nursing Home)
    - iv. CTC Double Shifts.
  - b. Child Protection – Child Abuse/Neglect Report.
  - c. Monthly Contract Update.
16. Request for New Non-Continuous and Contract Providers and New Provider Contracts.

**Aging & Disability Resource Center – No items.**

**Veterans Services – No items.**

### **Other**

17. Audit of bills.
18. Such other Matters as Authorized by Law.
19. Adjourn.

Erik Hoyer, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY**  
**HUMAN SERVICES COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Human Services Committee was held on Wednesday, April 24, 2019 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, WI.

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**Present:** Chair Hoyer, Supervisor Evans, Supervisor Brusky, Supervisor Linssen,  
**Excused:** Supervisor De Wane  
**Also Present:** Supervisor Borchardt, Supervisor Ballard, Community Treatment Center Administrator Ed Sommers, Director of Administration Chad Weininger, Samantha Behling, Health and Human Services Director Erik Pritzl, Community Services Administrator Jenny Hoffman, Finance Manager Eric Johnson, Public Health Officer Anna Destree, CVSO Joe Aulik, other interested parties.

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**I. Call Meeting to Order.**

The meeting was called to order by Chair Hoyer at 6:00 pm.

**II. Approve/Modify Agenda.**

Motion made by Supervisor Brusky, seconded by Supervisor Evans to approve. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of March 27, 2019.**

Motion made by Supervisor Brusky, seconded by Supervisor Evans to approve. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

**Comments from the Public - None.**

**1. Review Minutes of:**

**a. Children with Disabilities Education Board (March 19, 2019)**

Motion made by Supervisor Brusky, seconded by Supervisor Linssen to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**b. Criminal Justice Coordinating Board (April 9, 2019).**

Motion made by Supervisor Linssen, seconded by Supervisor Brusky to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Communications**

- 2. Communication from Supervisor Ballard re: For the Brown County Board of Health to cease sharing demographic and personal information of residents with drug companies and other third parties for the purpose of sending out notifications of missed vaccinations. Instead, this essential educational program should be operated in-house and a budget adjustment of \$2,500 would be needed. Doing this in-house is consistent with other health departments in the state; allows the program to continue at a low cost; and respects the privacy rights of the citizenry. *Motion at February meeting: To hold 30 days to receive additional information from the Health Department; Motion at March meeting: To hold for one month.***

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Chair Hoyer noted that Supervisor Ballard would not be in attendance at this meeting but he did speak with him and he was comfortable with them holding the discussion and coming to some closure anyways.

Health and Human Services Director Erik Pritzl along with Public Health Officer Anna Destree came up to speak on this matter. Destree noted that the key piece in this was understanding what it is exactly that Pfizer gets. What they learned when speaking with Pfizer was that they are the only vaccine manufacturer that produces the CDC recommended pneumococcal vaccine. The CDC recommends 4 doses of this vaccine before age 2. This is just one of the many vaccines that are recommended for children. They happen to be the only one that supplies pneumococcal.

Chair Hoyer asked if they continue on with this process beyond the second year in terms of keeping people on track.

Destree noted that they run their benchmarks and this is when they provide anyone who is late or may need the vaccination a reminder notice. At that time they send the non-identifiable HIPAA compliant data to Pfizer. This transfer meets the Department of Defense standards for data life cycle and utilizes SSAE 16, HIPAA and other internal and external audits to ensure all procedures are functioning securely. It is destroyed after 7 days as well.

Hoyer asked how long into a child's life this process goes on for.

Destree replied that it goes on throughout the entirety of childhood dependent upon the vaccine.

Hoyer wondered, even though Pfizer has a vested interest in the first few years that they still participate throughout childhood.

Destree noted that this is the case. She spoke to the fact that Pfizer doesn't come out and say why they are doing this. It is mainly to increase vaccination rates in the community and U.S. as a whole which is especially important now because vaccination rates should be high so there aren't large populations that aren't vaccinated. Programs like this help in increasing benchmark rates and this is an important concept at a time when there are communities being broken down due to lack of vaccination repercussions.

Hoyer wished to know where the standards for vaccinations are identified.

Destree said this was a national concept laid out in APEC.

Linssen wanted to know more about the destruction of data after 7 days and where this was listed in writing.

Destree provided him with a document from Pfizer.

Pritzl spoke to a marketing question that was brought up in the last meeting and how it relates and ties back into Brown County Public Health. They learned of a couple ways that it does so. One being the caller ID number is the direct number that is utilized to make immunization appointments and they are looking at redesigning postcards which would have a return address made out to Public Health as well.

Linssen could not find where it is listed that the data is destroyed after 7 days on the document provided by Destree.

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Destree informed him that if that piece wasn't on there then she could get him that in writing.

Linssen responded that this was the part that he thought Supervisor Ballard was most concerned about and he was as well. It's not who is sending out the notices but what is happening with the data. He understood that they are protecting it from other parties but that doesn't necessarily mean they are protecting it from themselves. He would like to know more about what they do with that data, how long they keep it and what is all provided to them. He wanted to know if Pfizer has, as a written policy, that it destroys the data they receive within 7 days and he would like to see that policy in writing, if one exists.

Destree stated that she would ask for this in writing.

Linssen wanted to keep this matter on the agenda for the next meeting to be able to see that particular issue specifically.

**Motion made by Supervisor Linssen, seconded by Supervisor Brusky to hold for 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY**

**3. Communication from Supervisors Hoyer and Borchardt re: Draft a resolution acknowledging that September is National Suicide Prevention month. *Referred from April County Board.***

Hoyer spoke to the fact that this was a nationwide recognition and noted the fact that the Mental Health Subcommittee is advising them to go forward and do that recognition as a County. He thought this was something worth doing and recognizing as a community and he expected the City of Green Bay to participate as well. He did have a number of sample resolutions that he could work with Corp Counsel on to be able to get them back next month.

Supervisor Evans supported the fact that they have a National Suicide Prevention month, the question that he had was the fact that it already was recognized nationally and acknowledged as a specific month on the calendar on a national level but wondered if it was necessary to draft a resolution to recognize it on a County level then. He appreciated the fact that it is recognized nationally and wanting to have people recognize it further but he was perplexed as to the necessity of drafting a resolution for it. He likened it to National Child Abuse Prevention month and not drafting a resolution for this as a County, something that was dear to his heart.

Hoyer thought this was the advisement of the Mental Health Subcommittee and this is not something they have done in the past, so it is worthwhile to acknowledge it and to start a discussion of their role in this and the importance of mental health. Not that any other topic is any less important, he reiterated.

**Motion made by Supervisor Linssen, seconded by Supervisor Brusky to have Chair Hoyer work with Corp Counsel to bring back a resolution to be voted on. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Wind Turbine Update**

**4. Receive new information – Standing Item.**

**Motion made by Supervisor Evans, seconded by Supervisor Linssen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Resolutions and Ordinances**

**5. Resolution Amending Membership of Criminal Justice Coordinating Board.**

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**Motion made by Supervisor Linssen, seconded by Supervisor Brusky to approve. No Vote taken**

Linssen was curious as to where the changes came from, he wondered if they come from Hoyer or from another entity.

Hoyer asked Brusky, since she is on Criminal Justice Coordinating Board (CJCB), if this was a recommendation of the committee or from somewhere else. He wondered if this was an issue of quorum or an issue of participants.

Supervisor Brusky replied that there were some people on the CJCB that were no longer appropriate and there were some that were missed. Therefore, it has been a sort of fluid membership and some were not designated that they could have a designee. There were quite a few of them that didn't need to have a special advocate but they could have a designee for that spot.

Director of Administration Weininger added that some of them were clean ups, for example there was no Chief Deputy Judge any longer and these were mostly recommendations from Corp Counsel and the Committee. More of a housekeeping matter rather than a changing of substance.

Linssen wanted to know what the changing of "Citizen Representative No. 1" to "Human Services Advocate" actually meant. He wondered if this was a specific title or something else entirely. This was a change under number 11 in this agenda packet, respectively.

Weininger said that he works with Corp Counsel on the fiscal items but he did not know the detail on this one specifically.

Linssen was curious as to what Human Services Advocate would be defined as. He wanted to know if there was a need to have that specific distinction or could they just nominate someone that is from an agency or provider.

Brusky replied there was a motion made at the meeting and it carried.

A discussion ensued regarding the definition of what everyone thought a Human Services Advocate was and how to define it.

Pritzl thought that they were talking about adding a Human Services Provider.

Weininger asked the committee if that would fit better.

**Motion made by Supervisor Linssen to amend the resolution to read "Human Services Provider" and to strike the word advocate. No Vote Taken**

Pritzl checked the meeting minutes from the meeting for possible clarification because he did recall a discussion on this. He noted that at the CJCB meeting there was a motion made by District Attorney Lasee seconded by Supervisor Buckley was to require 1 member of the committee to be of a human services advocacy or group within Brown County.

Linssen thought he understood what they were going for. He suggested that they make it indicate that the Human Services Advocate be of the Human Services profession rather than just an individual who has concerns in that area. Brusky read a passage from the minutes of the meeting that read, "Family Services Rep/Vice President Angela Steuck voiced that she would love the opportunity to become an official member as well. She points out that Family Services is the largest human service organization here in the community and they do a lot of reentry and criminal justice related programs."

Linssen wondered if they needed a Human Services Advocate at all because it could fall under Citizen Representative anyways unless it would be valuable to have someone who has a vested interest elsewhere.

Weininger thought the goal was to have someone who has experience in advocacy because they are trying to defining it to be more than just a citizen. This, in essence being a resolution, defines who sits on the committee.

Linssen wondered if this went to Public Safety at all.

Brusky noted that the minutes go to both Human Services and Public Safety. She highlighted another passage from the meeting reading, "Judge Atkinson questioned whether there was a need to add Family Services Vice President because at some point there are too many members on the committee. Srenasky suggested that the Department of Family Services can attend this meeting as a non-committee member at any time due to the meeting being open publicly. Brusky suggested it be a citizen member. Lasee agreed and added that one of the citizen members be required to be of a human service advocacy or group within Brown County so that they have actual representation from one of those organizations."

Hoyer asked if there were currently 4 citizen members and who elects those members.

Brusky said that there were and this was the 5<sup>th</sup>.

To Weininger's understanding, the Presiding Judge makes the call on committee members.

Brusky thought it was County Executive Streckenbach who did the appointing.

It was hard for Weininger to speak on this because he did mainly fiscal things with this and Corp Counsel is more of the expert so Weininger will speak with him and get some of the answers to this matter.

Hoyer wondered if they should forward this, as is, to Public Safety Committee so they could do a bit more research on the topic in the meantime.

Weininger stated that he would be at the Public Safety meeting and he would bring up if this should be an advocate or something else and by the time County Board comes around it can be addressed more.

Brusky noted that Family Services wanted to be a member and this would make the committee too large perhaps and this would potentially make the committee too large, then it was suggested that it be one of the citizen members.

Linssen asked if this would be a conflict issue with something like this being a required appointment to this type of committee as opposed to a non-voting member. This would be his biggest concern regarding whether they should be voting members. He would understand why they would want to be on this committee because it controls a lot of direction that they then apply for contracts from. He knows that they were not particularly pleased with some of the funding they lost from this area.

Weininger didn't believe so because it is advisory and not controlling any funds or dollars but he would have to research it to be certain.

**Motion made by Supervisor Linssen to amend the resolution strike the word "advocate" and leave it as "Citizen Representative No. 1," just as it was before it was changed. No Second; No Vote taken; Motion Failed.**

Evans would like to take this item and send it back to the Criminal Justice Coordinating Board so they can define what they are actually looking for and then they can send it back to this committee and Public Safety.

**Motion made by Supervisor Evans, seconded by Supervisor Brusky to send this back to CJCIB so they can define exactly what they want. Vote taken. MOTION CARRIED UNANIMOUSLY**

**6. 2018 Balanced Budget Adjustment.**

Weininger stated for the first time in a long time all the departments that the committee oversees finished in the good so he thanked everyone. The only reason this is before them is because there is a pension adjustment, or an accounting adjustment for the CTC. Overall, the County did very well in 2018 and the fund balance increased by roughly \$3 million but this didn't include the offset of the GDP which basically puts this back at \$0.

**Motion made by Supervisor Linssen, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Veterans**

**7. Resolution re: Table of Organization Change Veterans' Services Department Add/Delete Positions and Adjust and Fully Fund Salary.**

CVSO Joe Aulik asked if anyone had any questions on this.

Evans asked if anyone would be laid off because of the deletions and such.

Aulik said that the current employee in that position is going to step down but continue to volunteer, she is a veteran herself and she is having difficulty in that position because it is stressful.

Evans wondered if there was a structural deficit to address noting the \$32,000-\$33,000.

Aulik said that this was a two piece item. Part of it was due to his salary because of what he was hired at and the other piece is hiring the FTE. Aulik noted a savings in his office due to employees not taking insurance.

Weininger emphasized an office like this can't be short staffed for very long and the position needed to be filled. What he is really asking for here was the correction of the splitting of a full time position into 2 part time positions before the departure of CVSO Polus. Aulik reviewed this and thought that putting these part time positions back together would be the best thing for the County. The money that was originally saved was reallocated somewhere else and now he's asking for it to be put back in. Weininger would suggest taking this out of a contingency fund because it is not a substantial amount. They would just have to find funds in 2020 to make up the shortfall.

Evans asked if the salary that Aulik receives is \$15,000 more than Polus' was.

Weininger said that is the case.



Evans understands the market and didn't mean any offense to him for negotiating his salary. He found it interesting though that Mr. Polus worked there for many years, and he was greatly respected throughout the County, yet someone can come in and make \$14,000 a year more than their predecessor. He questioned if this really showed appreciation to employees that have worked for the County for long periods of time, by having their replacements receive notable pay increases. He understood why employees come to the County Board meeting upset with happenings such as this and want to go other places. He stated it is what it is but he was venting the process or the market, so to speak.

Weininger talked about approving the class and comp for 2019 and there is some flexibility there due to this but highlighted that Supervisor Evans is correct in the fact that this has been an issue for finance directors. He talked about an individual leaving that knew the system better than anyone. They brought someone else in and paid them \$10,000-\$20,000 more while the previous one transferred to a different department which was really the only way to make advancement. The County Board now has allowed for flexibility through the class and comp and they will be addressing that throughout 2019 and in the future. They still have to operate through parameters and the problem is, often to get a qualified person the higher market rate is the only way to do so.

Linssen thought that they were supposed to go to the County Board before they hire someone for more money than they budgeted for it.

Weininger said that this was approved but there was no fiscal attached to it but the appointment was approved.

Linssen explained that his concern is that someone came in and takes a job based on salary that Administration negotiated with him that is outside of the budget range that they set previously. Now this individual has to come to them to amend the budget because of the salary that he negotiated. If they were to not allow the budget to be changed this person is out money to no fault of their own.

Weininger highlighted that there was transition in HR and they generally would have caught that and done a fiscal right on the approval letter but this was not done.

Linssen replied that someone had to know what the salary range was to make him offers.

Weininger responded that it was HR and they would normally catch that it was over what is normally budgeted but this did not happen unfortunately and it did not come to Administration level. Now with the way HR is set up, this should not happen. He is saying this was an issue but it is fixed now.

Linssen emphasized that he was not happy with this and it is unfair to the people that are being hired to do things like this.

Weininger said there would have been a letter and there would have been a fiscal attached to it with the salary on it. So, technically this was approved and this follows the normal process.

Linssen didn't recall seeing a letter with a salary attached.

Weininger said it is usually in the appointment but he would go back and look at this.

Linssen was concerned with how it is getting to the point where budget adjustments are needed.

Hoyer wanted to clarify that Weininger is saying that this will not happen again.

**Motion made by Supervisor Linssen, seconded by Supervisor Brusky to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Health & Human Services Department**

8. **Budget Adjustment Request (18-150): Any increase in expenses with an offsetting increase in revenue.**

Hoyer stated that this was the State reimbursing the County for CTC stuff.

Finance Manager Eric Johnson spoke to the fact that the budget adjustment was governed by the opportunity to return funds by the balance amounts that had been transferred to the CTC in 2015. The funds can be returned to community services to help the challenges in the shortfall area. There were significant additional revenues in the budget for the CTC to cover this transfer. Which was specifically transfer of funds related to covering the portion of certain administrative wages that had never been charged to CTC. This was the first year they had realized this.

**Motion made by Supervisor Evans, seconded by Supervisor Brusky to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

9. **Resolution re: Table of Organization Change for the Health and Human Services Department – Community Services Division – Deletion and Addition of Youth Support Specialist Position.**

**Motion made by Supervisor Evans, seconded by Supervisor Linssen to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

Pritzl talked about rather than having less than full time positions and weekend positions they combined these into a full time position to make hiring easier.

10. **Resolution re: Table of Organization Change for the Health and Human Services Department – Community Treatment Center Division – Addition and Deletion of Positions.**

Supervisor Evans asked if this was the one they had talked about for some time.

Pritzl said that it was and that they are looking at making certain positions fit the market better.

Hoyer asked if a full time person is easier to find than a part time.

Pritzl said that in general that is the case.

Hoyer then wondered if the .8 position would have been benefit eligible to avoid the loss of money.

Prizl noted that it would have been a prorated allocation. This way the position is actually full time.

Brusky wondered if there would be any consequence stemming from the vacant .2 RN position.

Pritzl said that they can cover that positions responsibility with their existing staff.

**Motion made by Supervisor Evans, seconded by Supervisor Linssen to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

11. **Executive Director's Report.**

Pritzl highlighted the fact that the process continues for evaluating Secure Residential Care Centers for Children and youth, information about which is contained in the agenda packet. They are down to around 5 Counties actively participating in this process. Brown County would be number 6. These Counties often look to serve the children of their county and not those statewide. They are mainly working in their own counties respectively. They are continuing to evaluate this and they have some estimates on square footage and the grant committee is meeting now so this is established and they have to release the RFP for this as well and when this comes up this will give them more of an idea of what to prepare for. They are moving along in the Criminal Justice area as well and they are actively planning to take new intakes for report center functions starting May 1<sup>st</sup>. June 30<sup>th</sup> will be the last day of Family Services input on this and they have met with Family Services consistent with the process to make this as smooth as possible for all participants. They are working on staff needs for this area as well and they have staff ready to start.

Hoyer asked if the contract in payment covers the shift.

Pritzl said this had all been taken care of. He talked about Supervisor Brusky going with them to "Human Services Day at the Capital" where legislators heard all about different areas. Some of these documents are attached in the packet as well. He also added information regarding the Crisis Assessment Center and what they are still looking at in planning. They worked with architects regarding square footage and prices.

Evans asked about the statement "medical clearance for adult admissions to facilities has varied between 63% and 90% in 2019" and wondered what exactly that meant.

Pritzl stated that GBPD tracks admissions very well and they are looking at admissions that require a medical clearance. Depending on facility you can see some variations. A facility could be Bellin, Winnebago, Willow Creek or CTC. It depends on the person reporting and what their needs are. This tells that there isn't a high number but a lot of variables involved. Emergency retentions continue to trend down, which is not a pattern seen in many Counties.

Brusky asked about staffing retention.

Pritzl noted that he is hearing that they are able to attract staff and have a lot of qualified applicants. They do have a lot of new staff, in places such as Child Welfare. It is a little hard to tell because a lot of employees are new.

Brusky wondered if longer employed staff are tending to leave. Or are they staying in the hope of higher salaries.

Pritzl emphasized that they haven't surveyed staff about intent to leave so it would be difficult to say.

Brusky spoke of the meeting in May when they talked about long term staff leaving.

Pritzl couldn't recall but he said that when they have open positions, they have had staff express interest in filling them.

Hoyer asked if there was turnover at the supervisory level.

Pritzl said that they added a new supervisor but otherwise not.

**Motion made by Supervisor Linssen, seconded by Supervisor Brusky to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

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**12. Financial Report for Community Treatment Center and Community Services.**

**Motion made by Supervisor Brusky, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**13. Statistical Reports.**

- a. Monthly CTC Data.**
  - i. Bay Haven Crisis Diversion.**
  - ii. Nicolet Psychiatric Center.**
  - iii. CTC Double Shifts.**
- b. Child Protection – Child Abuse/Neglect Report.**
- c. Monthly Contract Update.**

**Motion made by Supervisor Linssen, seconded by Supervisor Evans to suspend the rules to take Items 13 ai., aii., aiii., b & c together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Linssen, seconded by Supervisor Brusky to receive and place on file Items 13 ai., aii., aiii., b & c. Vote taken. MOTION CARRIED UNANIMOUSLY**

**14. Request for New Non-Continuous and Contract Providers and New Provider Contracts. Aging & Disability Resource Center; Syble Hopp – No items.**

**Motion made by Supervisor Evans, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

**15. Audit of bills.**

**Motion made by Supervisor Brusky, seconded by Supervisor Evans to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

**16. Such other Matters as Authorized by Law. None.**

**17. Adjourn.**

**Motion made by Supervisor Brusky, seconded by Supervisor Evans to adjourn at 6:58 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Cayden S. Lasecki  
Administrative Assistant

**PRESENT:** Patricia Finder-Stone, Bev Bartlett, Deborah Lundberg, Mary Johnson, Linda Mamrosh, Randy Johnson, Tom Smith, Sam Warpinski, Eileen Littig, Dennis Rader, Megan Borchardt

**EXCUSED:** Arlie Doxtater, Mary Derginer, Amy Payne

**ABSENT:**

**ALSO PRESENT:** Laurie Ropson, Devon Christianson, Kristin Willems, Kimberly Gould, Holly Kinnard, Allyson Crass, Denise Misovec

The meeting was called to order by Chairperson Finder-Stone at 8:30 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

**ADOPTIONS OF AGENDA:**

Ms. Johnson/Ms. Lundberg moved to adopt the amended agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 28, 2019:**

Mr. Smith/Mr. Warpinski moved to approve the minutes for the February 28, 2019 Meeting. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**REVIEW AND APPROVAL OF FEBRUARY 2019 FINANCE REPORT:**

Ms. Bowers referred to the February, 2019 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for February 2019.

Ms. Johnson/Supervisor Borchardt moved to approve February, 2019 Financial Highlights, ADRC Summary. **MOTION CARRIED.**

**REVIEW AND APPROVAL OF NET ASSET REPORT FOR 2018:**

Ms. Bowers referred to the net asset report for 2018.

- MA claiming dollars came in below budget
- There was an unanticipated increase in funding for ADRC side, Nursing Home Relocation, Dementia Care Specialist than budgeted
- Budgeted for 135,000 meals, served 136,119 in 2018
- 2018 experienced greater expenses than revenues as the ADRC planned for and was required to use Net Assets that included the transportation trust transferred to Brown County Planning and also for HVAC project for 331 S. Adams.
- In 2018 the ADRC generated greater revenues than expected to cover more than the anticipated expense deficit.

Ms. Bowers again referred to the preliminary 2018 net asset report to explain each category of ADRC net assets.

Ms. Christianson reviewed the Net Asset policy.

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Mr. Rader/Ms. Littig moved to approve the 2018 Net Asset Report. **MOTION CARRIED.**

#### **EXECUTIVE & FINANCE COMMITTEE REPORT:**

Ms. Finder-Stone reviewed the draft minutes from the March 12, 2019 Executive & Finance Committee meeting regarding the complaint of the ADRC's discontinuation of the Bingo programming. The Executive & Finance Committee recommends that the ADRC Board of Directors uphold the ADRC's decision to discontinue the Bingo program. Ms. Littig and Mr. Rader said they felt that the staff was very respectful in their handling of issues from the Bingo program and compliment staff for taking the high ground against bullying. Mr. Johnson believes the board's role; in addition to making sure that ADRC customers receive quality service in a respectful way, is also to support and protect ADRC staff from bullying. Mr. Johnson shared that this issue comes down to bullying issue and not the value of the Bingo program. Ms. Bartlett referred to the ADRC Code of Conduct and supports the decision the ADRC made to support that document. Additional conversation ensued.

Mr. Johnson/Mr. Smith moved to uphold the ADRC decision to discontinue the BINGO programming. **MOTION CARRIED.**

Ms. Littig/Ms. Bartlett moved to approve ADRC written response to customers that brought forward the complaint regarding the discontinuation of Bingo programming and also to adapt the ADRC Code of Conduct to include "Bullying of, and demeaning behavior of any individual or group will not be tolerated". **MOTION CARRIED.**

#### **DIRECTORS REPORT:**

##### **A. AGING SELF-ASSESSMENT APPROVAL:**

Ms. Christianson referred to the Aging Self-Assessment. She explained that GWAAR requires this annual assessment of progress and performance on set goals from 2018. 2018 is the closure of the last 3 year plan. Ms. Christianson shared a couple of highlights from 2018:

- 219 % increase in rural specialized transportation trips from 2017 to 2018.
- A celebration including the Brown County Executive at the ADRC for fostering dementia awareness and increasing the number of downtown businesses that are Purple Angel certified.

The Board of Directors congratulated the ADRC on the many successes and meeting ambitious goals in 2018.

Mr. Smith/Ms. Johnson moved to approve the Aging Self-Assessment. **MOTION CARRIED.**

##### **B. Disability Rights Wisconsin (DRW) LISTENING SESSION:**

Ms. Christianson explained that Disability Rights of Wisconsin conducted a listening session at the ADRC for people to share their challenges and concerns with DRW as they shape their annual goals. Ms. Christianson provided a review of what she heard at the session including:

- Families shared issues around bullying- concerns about schools not arming children with tools and knowledge not to continue bullying into adulthood.
- Transportation accessibility and expense to get to work.
- Affordable housing
- Access to mental health services
- Eligibility for other programs

1a

Ms. Christianson shared that the same topics were discussed as have been principle issues for many years.

### **C. ADRC FUNDING AND BUDGET:**

Ms. Christianson wanted to make the board aware of 3 potential budget challenges with funding that may come in the future including:

- GWAAR is working to complete a reallocation of Older Americans Act funding dollars. Ms. Christianson shared the ADRC is anticipating a possible 5% reduction.
- On ADRC side of funding, there is also a reallocation initiative in the works. Ms. Christianson shared that the ADRC is also anticipating a reduction. Ms. Christianson stated the specific funding information should be available in mid-May 2019 and she is in communication with the Office off Resource Center Development regarding the proposed formula.
- Nursing Home Relocation program will no longer be funded in 2020.

Ms. Christianson may call upon the Board of Directors in short order to help with some advocacy support.

### **D. MAY 1<sup>ST</sup> PRESS EVENT AND AGEISM PRESENTATION:**

On May 1<sup>st</sup> at 9:00 am, there will be a press event at ADRC celebrating the prevention work that Brown County partners have been doing that focus on health and wellness. Troy Streckenbach will be a featured speaker. Betsy Abrahamson from WIHAA will also be present and will have a presentation on ageism to follow.

### **STAFF REPORT-KIMBERLY GOULD NUTRTION PROGRAM:**

Ms. Gould shared the Nutrition unit's mission and vision and shared statistics from 2018, including number of meals served, the number of people served and recognized the efforts of over 200 volunteers to make it all possible. Ms. Gould also shared accomplishments, goals and outcomes from 2018 to include:

- Expanded daily alternate entrée option to all congregate dining sites, except Curative due to construction. Along with this, revitalizing menu offerings.
- Continued collaboration with Master Gardeners to grow produce in raised bed gardens at 331 with all 75 lbs. of produce being used in the Grounded Café.

Ms. Gould also shared challenges from 2018:

- Changes in congregate dining at Badger Terrace, Denmark and Pulaski
- Meeting homebound meal needs in all areas of Brown County
- Turnover at Aramark

Ms. Gould shared that goals in 2019 include:

- Make nutrition education programs accessible online
- Serve meals in new locations paired with an educational presentation
- Make frozen meals available on weekends to high risk customers

In addition, Ms. Gould added that the homebound Meal Program was also chosen by NBC26 as a recipient for the 3 Degree Guarantee Program for April. If the temperature they predict each day is within 3 degrees, they will donate \$100/day to the Home Delivered Meal program.

### **LEGISLATIVE UPDATES:**

Ms. Finder-Stone advised that legislation is being introduced that would lower fines for abuse on nursing homes. Ms. Christianson said that the governor will be appointing a Caregiver Task Force and hopefully they will be able to generate ideas on how to address the caregiver shortage.

**ANNOUNCEMENTS:**

Ms. Christianson mentioned that ADRC will be doing a bus trip for the Aging Advocacy Day in Madison on May 14, 2019 if anyone would like to sign up.

Ms. Giesen mentioned the Caregiver Coalition, in partnership with Proko Wall, is bringing in a national speaker for both informal and professional caregivers. Respite will be offered for those needing it.

**NEXT MEETING** – ADRC- 300 S. Adams St. April 25, 2019 at 8:30 AM.

**ADJOURN:**

Mr. Smith/Mr. Johnson moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:33 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Services Coordinator

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PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, April 16, 2019

Board Members Present: B. Clancy, L. Franke, J. Mitchell, J. Wieland, A. Tran

Others Present: K. Pahlow, A. Nizzia, S. Johnson, C. Maricque, N. Kohls, L. Larson, C. Jensky, J. Manibog and J. Titera.

Action Item: Call to Order

1. B. Clancy called the meeting to order at 3:30 PM.

2. Open Forum - None

3. Action Item: Approval of March 19, 2019 Minutes

Motion made by J. Wieland, seconded by J. Mitchell, that the minutes from the March 19, 2019 board meeting approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Approval of Agenda

Motion made by L. Franke, seconded by J. Wieland, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Donations

Kim reviewed donations for the month. We were one of the recipients to receive funds from the Shopko Foundation.

Motion made by J. Wieland, seconded by J. Mitchell, that the April donations be approved. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Payment of Bills

Payments for March 1, 2019 to March 31, 2019 were reviewed and discussed. Bills were routine in nature. Motion made by J. Mitchell, seconded by L. Franke, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Financial Report

Summaries of the Revenue and Expenditures ending February 28, 2019 were reviewed. There is an increase in revenue due to the Handicap Aide and Medicaid Reimbursement coming in. Expenditure variances remain consistent with prior months. Although some area are overspent, the savings from other areas should cover the shortfalls.

Motion made by J. Wieland, seconded L. Franke, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

8. Action Item: Budget 2019-2020

K. Pahlow presented a "proposed" budget for the 2019-2020 school year. If this budget is approved it will be presented to the Brown County Human Service Committee. If approved by the Human Services Committee, it goes in front of the BC board for a final approval of the levy amount.

Motion made by J. Wieland, seconded by L. Franke, that the budget for the 2019-2020 school year be approved. MOTION CARRIED UNANIMOUSLY.

9. Action Item: Resignation

Motion made by J. Mitchell, seconded by J. Wieland, that the Board approved the resignation of Andrew Hall, District Teacher at Wrightstown, at the end of his contract year.

10. Discussion Item: Strategic Plan – School Perceptions Survey

Staff have received the survey and have been asked to complete it by April 23<sup>rd</sup>. Survey has been reported as easy to complete as a user. In the fall, we will send a survey to parents and our community partners and donors.

11. Discussion Item: Administrator's Report

K. Pahlow, Administrator –

- The Brown County Compensation Survey results (done by Payscale) were shared with the staff. It shows comparison data for a minimum, mid and maximum rate of pay in our area. A brief analogy was shared explaining how the schools income and expenses are reported.
- The Civil Rights Data Collection (CDRC) report was filed with the state on Saturday. This is a lengthy report but the ability to pull data from our Infinite Campus Student Management System was very useful and saved time.
- We will be working with the County to utilize a MOU with the Human Resource department.
- Staff from DPI will be visiting on April 25, 2019.
- Kim and 2 parents will be speaking at the Joint Finance Committee meeting on April 25<sup>th</sup> to encourage their support of Governor Ever's budget recommendation to increase special education and school age mental health funding.

A. Niizia, Principal –

- Nine staff members have been piloting the new curriculum from Teachtown and Ablenet. The five categories range from Academics to Safety. Many of the districts we serve are also considering Teachtown.
- A team from Hopp will attend training at CESA on Functional Behavior Assessment and Behavior Intervention Plans on May 2<sup>nd</sup> and 3<sup>rd</sup>.

S. Johnson, Special Ed Director –

- State wide DLM testing has started and will finish up in May.
- Child Find will be finishing soon. Child Find is developmental screening for students 2-5 years old in the districts.
- Camp SOAR online registration was successful. Staffing and volunteers are being assigned.

C. Maricque, Business Manager –

- We will be using the Time and Attendance program through Frontline. We are hoping to install and implement in June so we can test it during the summer months.

12. Discussion Item: Parent Organization Report

Abbie and the leadership team continue to meet with parents and committee members. They are working on a schedule of events for next year. The Golf Outing on July 13<sup>th</sup> is their next big fundraising event.

13. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Reasons require a closed session at 4:28 PM.

**Motion made by J. Mitchell, seconded by L. Franke, that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.**

Executive Board back in open session at 4:45 PM.

14. Action Item: Adjournment

**Motion made by L. Franke, seconded by J. Mitchell, to adjourn the April 16, 2019 Brown County Children with Disabilities Board meeting at 4:46 PM. MOTION CARRIED UNANIMOUSLY.**

## Syble Hopp School

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## Support Information #6

Report Date 05/02/19 10:50 AM

Page No 1

SYBLE HOPP SCHOOL

Check Date 04/01/19 - 04/30/19

Vendor Detail Report

FWVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
APPLETON AREA SCHOOL DISTRICT	0100001613	04/22/19	APT 5-19		Transit of Aide to Districts	9-27-800-936-491000-019-000000-2	787.00
						Check Total	787.00
AT&T	0100001594	04/02/19	9203383429826 3/		Monthly Service 3-19 thu 4-16	9-27-100-999-158000-019-000000-2	40.47
						Check Total	40.47
CELLCOM	0100001621	04/30/19	9203383429826 4/		Monthly Service 4-19-5-18	9-27-100-999-158000-019-000000-2	40.37
						Check Total	40.37
	0100001614	04/22/19	577671		Monthly Access 4/16-5/15	9-10-100-355-263300-019-000000-2	80.84
						Vendor Total	78.40
						Check Total	78.40
CITY OF DE PERE	0100001595	04/02/19	15508399-00 3/15		SH Water Usage 12/4/18-3/5/19	9-10-100-337-253300-019-000000-2	1,449.70
	0100001595	04/02/19	15441200-00 3/15		Duplex Water/Sewer Charge 12/4/18-3/5/19	9-27-100-999-158000-019-000000-2	110.89
	0100001595	04/02/19	15508399-00 3/15		SH Sewer Charge 12/4/18-3/5/19	9-10-100-338-253300-019-000000-2	1,703.56
	0100001595	04/02/19	15508400-00 3/15		Pirelines 12/4/18-3/5/19	9-10-100-337-253300-019-000000-2	102.00
						Check Total	3,366.15
						Vendor Total	3,366.15
COUNTRY VISIONS COOPERATIVE	0100001600	04/10/19	1036914 3/19		Making Keys	9-10-100-411-253000-019-000000-2	5.97
	0100001600	04/10/19	1036914 3/19		Fuel for Vehicle	9-27-100-348-256610-011-000000-2	211.84
						Check Total	217.81
						Vendor Total	217.81
Creative Sign	0100001601	04/10/19	28826		ADA Package Signs	9-10-100-323-255000-019-000000-2	6,208.02
						Check Total	6,208.02
						Vendor Total	6,208.02

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## SYBLE HOPP SCHOOL

Page No 2

Check Date 04/01/19 - 04/30/19

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	PO No	Description	Account No	Amount
DAVIS & KUEHLHAU SC	0100001596	04/02/19	434157		February Legal Matters	9-27-800-314-232100-019-000000-2	3,640.00
						Check Total	3,640.00
DE PERE Y-MART	0100001622	04/30/19	YMARTSHS 3/19		March Fuel Charges	9-27-100-348-256610-011-000000-2	273.93
						Check Total	273.93
DENMARK SCHOOL DISTRICT	0100001615	04/22/19	DMK 5-19		Transit of Aide to Districts	9-27-800-936-491000-019-000000-2	2,916.00
	0100001615	04/22/19	1819017		Transportation 1st Quarter Nov 27-Mar 31	9-27-100-341-256750-011-000000-2	1,123.16
						Check Total	4,039.16
GREAT AMERICAN DISPOSAL OF WISCONSIN	0100001607	04/09/19	94100421		Extra Garbage Pickup/Recycle-April Trash	9-10-100-323-253000-019-000000-2	219.00
						Check Total	219.00
KYLESS CONSULTING	0100001602	04/10/19	KYLESSH 3/19		March SBS/MAC Fee	9-27-800-310-223300-019-000000-2	900.00
						Check Total	900.00
						Vendor Total	900.00

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## SYBLE HOPP SCHOOL

Page No 3

Check Date 04/01/19 - 04/30/19

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
LAMERS BUS LINES INC	0100001599	04/02/19	552224		April Route Transportation	9-27-100-341-256750-011-000000-2	35,805.06
						Check Total	35,805.06
	0100001603	04/10/19	552947		March WDP Route Transportation	9-27-101-341-256750-011-000000-2	2,557.90
	0100001603	04/10/19	552947		March EDP Route Transportation	9-27-101-341-256750-011-000000-2	3,834.22
	0100001603	04/10/19	552947		March Work Shuttle	9-27-100-341-256750-011-000000-2	1,552.92
	0100001603	04/10/19	64173		March Transportation ILP	9-27-100-341-256750-011-000000-2	712.00
	0100001603	04/10/19	552947		March SH RT 3642 Transportation	9-27-100-341-256750-011-000000-2	7,130.56
	0100001603	04/10/19	552690		Transportation Ashwaubenon Lanes 3/7	9-27-100-341-256750-011-000000-2	98.55
	0100001603	04/10/19	552689		Transportation Ashwaubenon Lanes 3/12	9-27-100-341-256750-011-000000-2	35.03
	0100001603	04/10/19	552687		Transportation Ashwaubenon Lanes 3/6	9-27-100-341-256750-011-000000-2	32.92
	0100001603	04/10/19	552685		Transportation Ashwaubenon Lanes	9-27-100-341-256750-011-000000-2	38.67
	0100001603	04/10/19	64175		March Transportation TL	9-27-100-341-256750-011-000000-2	676.80
	0100001603	04/10/19	552947		March Route Transportation	9-27-100-341-256750-011-000000-2	10,252.65
					Check Total		26,922.22
	0100001616	04/22/19	552871		Transportation Mulva Pool 3/21	9-27-100-341-256750-011-000000-2	97.43
	0100001616	04/22/19	552870		Transportation Ashwaubenon Lanes 3/20	9-27-100-341-256750-011-000000-2	31.94
					Check Total		129.37
	0100001623	04/30/19	553769		Light Bulb Stop Arm/Windows-Labor	9-27-100-324-256510-011-000000-2	160.00
	0100001623	04/30/19	553790		Parts-Boost Pressure Sensor	9-27-100-324-256530-011-000000-2	90.97
	0100001623	04/30/19	553769		Parts-Light Bulb Stop Arm/Windows	9-27-100-324-256530-011-000000-2	185.40
	0100001623	04/30/19	553790		Labor-Boost Pressure Sensor	9-27-100-324-256510-011-000000-2	160.00
					Check Total		596.37
MODERN BUSINESS MACHINES		105423				Vendor Total	63,453.02
0100001604		04/10/19	IN379076		Meter Charges 1/1/2019-3/31/2019	9-27-100-322-158000-019-000000-2	1,922.65
					Check Total		1,922.65
					Vendor Total		1,922.65

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Report Date 05/02/19 10:50 AM

## SYBLE HOPP SCHOOL

Page No 4

Check Date 04/01/19 - 04/30/19

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
NUVISION WINDOW FILMS		116555					
	0100001617	04/22/19	387		Window & Door Film	9-10-100-449-253000-019-000000-2	4,425.00
					Check Total		4,425.00
PULASKI SCHOOL DISTRICT		106517				Vendor Total	4,425.00
	0100001618	04/22/19	PUL 5-19		Transit of Aide to Districts	9-27-800-936-491000-019-000000-2	1,621.00
					Check Total		1,621.00
RAR-COR DISTRIBUTING LLC		106583				Vendor Total	1,621.00
	0100001608	04/09/19	014453		15 Cases of Toilet Tissue	9-10-100-411-253300-019-000000-2	332.70
					Check Total		332.70
School Perceptions LLC		116541				Vendor Total	332.70
	0100001619	04/22/19	3399		Survey Design, Staff Survey Design, Call	9-27-800-323-223300-019-000000-2	1,997.50
					Check Total		1,997.50
TDS METROCOM		107847				Vendor Total	1,997.50
	0100001611	04/16/19	9203364367 4/19		Monthly Service 4-10 to 5-9-19	9-10-100-355-263300-019-000000-2	135.05
					Check Total		135.05
					Vendor Total		135.05

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SYBLE HOPP SCHOOL

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
UNUM LIFE INSURANCE COMPANY OF AMER	0100001612	04/17/19	0880914-0017 4/1		LT S/L	9-27-100-251-156600-011-000000-2	96.27
	0100001612	04/17/19	0880914-0017 3/1		LT CD Teacher	9-27-100-251-158000-011-000000-2	357.80
	0100001612	04/17/19	0880914-0017 4/1		LT CD Teacher	9-27-100-251-158000-011-000000-2	357.80
	0100001612	04/17/19	0880914-0017 3/1		LT CD Aide	9-27-100-251-159150-011-000000-2	211.54
	0100001612	04/17/19	0880914-0017 4/1		LT CD Aide	9-27-100-251-159150-011-000000-2	211.54
	0100001612	04/17/19	0880914-0017 3/1		LT Specialty Teacher	9-27-100-251-159300-011-000000-2	31.58
	0100001612	04/17/19	0880914-0017 4/1		LT Specialty Teacher	9-27-100-251-159300-011-000000-2	31.58
	0100001612	04/17/19	0880914-0017 3/1		LT OT	9-27-100-251-218100-011-000000-2	54.44
	0100001612	04/17/19	0880914-0017 4/1		LT OT	9-27-100-251-218100-011-000000-2	54.44
	0100001612	04/17/19	0880914-0017 3/1		LT Int EC Teacher	9-27-101-251-152000-011-000000-2	74.02
	0100001612	04/17/19	0880914-0017 4/1		LT Int EC Teacher	9-27-101-251-152000-011-000000-2	74.02
	0100001612	04/17/19	0880914-0017 3/1		LT Int S/L	9-27-101-251-156600-011-000000-2	13.99
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	0100001612	04/17/19	0880914-0017 3/1		LT Int CD Teacher	9-27-101-251-158000-011-000000-2	82.81
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	0100001612	04/17/19	0880914-0017 3/1		LT Int EC Aide	9-27-101-251-159120-011-000000-2	5.34
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	0100001612	04/17/19	0880914-0017 3/1		LT Int OT	9-27-101-251-218100-011-000000-2	13.81
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	0100001612	04/17/19	0880914-0017 4/1		ST S/L	9-27-100-252-156600-011-000000-2	171.02
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	0100001612	04/17/19	0880914-0017 4/1		ST CD Aide	9-27-100-252-159150-011-000000-2	375.93
	0100001612	04/17/19	0880914-0017 3/1		ST Specialty Teacher	9-27-100-252-159300-011-000000-2	56.14
	0100001612	04/17/19	0880914-0017 4/1		ST Specialty Teacher	9-27-100-252-159300-011-000000-2	56.14
	0100001612	04/17/19	0880914-0017 3/1		ST OT	9-27-100-252-218100-011-000000-2	96.71
	0100001612	04/17/19	0880914-0017 4/1		ST OT	9-27-100-252-218100-011-000000-2	96.71



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## SYBLE HOPP SCHOOL

Page No 6

Check Date 04/01/19 - 04/30/19

## Vendor Detail Report

FWVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
UNUM LIFE INSURANCE COMPANY OF AMER	116335						
	0100001612	04/17/19	0880914-0017 3/1		ST Int EC Teacher	9-27-101-252-152000-011-000000-2	131.56
	0100001612	04/17/19	0880914-0017 4/1		ST Int EC Teacher	9-27-101-252-152000-011-000000-2	131.56
	0100001612	04/17/19	0880914-0017 3/1		ST Int S/L	9-27-101-252-156600-011-000000-2	24.87
	0100001612	04/17/19	0880914-0017 4/1		ST Int S/L	9-27-101-252-156600-011-000000-2	24.87
	0100001612	04/17/19	0880914-0017 3/1		ST Int CD Teacher	9-27-101-252-158000-011-000000-2	147.19
	0100001612	04/17/19	0880914-0017 4/1		ST Int CD Teacher	9-27-101-252-158000-011-000000-2	147.19
	0100001612	04/17/19	0880914-0017 3/1		ST Int EC Aide	9-27-101-252-159120-011-000000-2	9.50
	0100001612	04/17/19	0880914-0017 4/1		ST Int EC Aide	9-27-101-252-159120-011-000000-2	9.50
	0100001612	04/17/19	0880914-0017 3/1		ST Int Aide	9-27-101-252-159150-011-000000-2	12.23
	0100001612	04/17/19	0880914-0017 4/1		ST Int Aide	9-27-101-252-159150-011-000000-2	12.23
	0100001612	04/17/19	0880914-0017 3/1		ST Int OT	9-27-101-252-218100-011-000000-2	24.55
	0100001612	04/17/19	0880914-0017 4/1		ST Int OT	9-27-101-252-218100-011-000000-2	24.55
	0100001612	04/17/19	0880914-0017 3/1		ST Dir Spec Ed	9-27-800-252-223300-011-000000-2	109.87
	0100001612	04/17/19	0880914-0017 4/1		ST Dir Spec Ed	9-27-800-252-223300-011-000000-2	109.87
	0100001612	04/17/19	0880914-0017 3/1		ST Secretary	9-27-800-252-223300-019-000000-2	8.76
	0100001612	04/17/19	0880914-0017 4/1		ST Secretary	9-27-800-252-223300-019-000000-2	8.76
	0100001612	04/17/19	0880914-0017 3/1		LT SW	9-27-100-251-212100-011-000000-2	20.78
	0100001612	04/17/19	0880914-0017 4/1		LT SW	9-27-100-251-212100-011-000000-2	20.78
	0100001612	04/17/19	0880914-0017 3/1		ST SW	9-27-100-252-212100-011-000000-2	36.92
	0100001612	04/17/19	0880914-0017 4/1		ST SW	9-27-100-252-212100-011-000000-2	36.92
	0100001612	04/17/19	0880914-0017 3/1		LT Nurse	9-27-100-251-214400-011-000000-2	17.41
	0100001612	04/17/19	0880914-0017 4/1		LT Nurse	9-27-100-251-214400-011-000000-2	17.41
	0100001612	04/17/19	0880914-0017 3/1		ST Nurse	9-27-100-252-214400-011-000000-2	30.93
	0100001612	04/17/19	0880914-0017 4/1		ST Nurse	9-27-100-252-214400-011-000000-2	30.93
	0100001612	04/17/19	0880914-0017 3/1		LT PT	9-27-100-251-218200-011-000000-2	22.91
	0100001612	04/17/19	0880914-0017 4/1		LT PT	9-27-100-251-218200-011-000000-2	22.91
	0100001612	04/17/19	0880914-0017 3/1		ST PT	9-27-100-252-218200-011-000000-2	40.70
	0100001612	04/17/19	0880914-0017 4/1		ST PT	9-27-100-252-218200-011-000000-2	40.70
	0100001612	04/17/19	0880914-0017 3/1		LT Technology	9-10-100-251-295000-019-000000-2	2.74
	0100001612	04/17/19	0880914-0017 4/1		LT Technology	9-10-100-251-295000-019-000000-2	2.74
	0100001612	04/17/19	0880914-0017 3/1		ST Technology	9-10-100-252-295000-019-000000-2	4.87
	0100001612	04/17/19	0880914-0017 4/1		ST Technology	9-10-100-252-295000-019-000000-2	4.87
	0100001612	04/17/19	0880914-0017 3/1		LT Maintenance	9-10-100-251-253100-019-000000-2	21.56
	0100001612	04/17/19	0880914-0017 4/1		LT Maintenance	9-10-100-251-253100-019-000000-2	21.56
	0100001612	04/17/19	0880914-0017 3/1		LT Accounting	9-10-800-251-252000-019-000000-2	30.18
	0100001612	04/17/19	0880914-0017 4/1		LT Accounting	9-10-800-251-252000-019-000000-2	30.18
	0100001612	04/17/19	0880914-0017 3/1		LT EC Teacher	9-27-100-251-152000-011-000000-2	11.72
	0100001612	04/17/19	0880914-0017 4/1		LT EC Teacher	9-27-100-251-152000-011-000000-2	11.72
	0100001612	04/17/19	0880914-0017 3/1		LT S/L	9-27-100-251-156600-011-000000-2	96.27
					Check Total		6,559.90
					Vendor Total		6,559.90

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## SYBLE HOPP SCHOOL

Page No 7

Check Date 04/01/19 - 04/30/19

## Vendor Detail Report

FWVRN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
US Bank PCard Only		115950					
	01000001609	04/10/19	PCARD 3/19		Medium, Large & Xlarge Gloves-School Use	9-27-100-411-158000-019-0000000-2	482.10
	01000001609	04/10/19	PCARD 3/19		Eating With Ease Webcast DVD	9-27-800-313-232100-019-0000000-2	99.99
	01000001609	04/10/19	PCARD 3/19		Mailing Box Tops & Postage Stamps	9-27-800-353-232100-019-0000000-2	228.30
	01000001609	04/10/19	PCARD 3/19		Mailed Broken Device for Visual Teacher	9-27-800-353-232100-019-0000000-2	9.80
	01000001609	04/10/19	PCARD 3/19		WASBO Conference C Maricque 3/20-21	9-10-800-313-252000-019-0000000-2	210.00
	01000001609	04/10/19	PCARD 3/19		Batteries for Scrubber/Various Batteries	9-10-100-411-253000-019-0000000-2	279.60
	01000001609	04/10/19	PCARD 3/19		Components for Laptops	9-10-100-480-295000-019-0000000-2	314.89
	01000001609	04/10/19	PCARD 3/19		Syble Hopp Domain Renewal 3 years	9-10-100-480-295000-019-0000000-2	63.51
	01000001609	04/10/19	PCARD 3/19		Spot Treat Baseboards, Service Equip	9-10-100-323-253000-019-0000000-2	32.00
	01000001609	04/10/19	PCARD 3/19		Filters & V Belts	9-10-100-411-253000-019-0000000-2	79.39
	01000001609	04/10/19	PCARD 3/19		Copy Paper & Construction Paper	9-27-100-417-158000-019-0000000-2	223.18
					Check Total		2,022.76
WEST DE PUE SCHOOL DISTRICT		108893			Vendor Total		2,022.76
	01000001610	04/16/19	NDPFS 3/19		March Meals	9-50-800-310-257100-000-0000000-2	3,888.75
					Check Total		3,888.75
	01000001620	04/22/19	WDP 5-19		Transit of Aide to Districts	9-27-800-936-491000-019-0000000-2	3,237.00
					Check Total		3,237.00
WI DEPT OF JUSTICE		109010			Vendor Total		7,125.75
	01000001605	04/10/19	G2841 3/19		March Background Checks	9-27-800-310-230000-019-0000000-2	14.00
					Check Total		14.00
					Vendor Total		14.00

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## SYBLE HOPP SCHOOL

Page No 8

Check Date 04/01/19 - 04/30/19

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
WILLEMS LANDSCAPE SERVICE INC	0100001597	04/02/19	46563		2 Yards Pea Gravel	9-10-100-411-253000-019-000000-2	110.00
						Check Total	110.00
	0100001606	04/10/19	36296		March Snowplowing/Salting Lot	9-10-100-323-253000-019-000000-2	525.00
						Check Total	525.00
WISCONSIN PUBLIC SERVICE						Vendor Total	635.00
	0100001598	04/02/19	2639593890-0000C		Duplex Utility Usage	9-27-100-999-158000-019-000000-2	143.05
	0100001598	04/02/19	2639593890-0000C		Garage Utility Usage	9-10-100-336-253300-019-000000-2	69.83
	0100001598	04/02/19	2639593890-0000C		Syble Hopp Gas Usage	9-10-100-331-253300-019-000000-2	2,372.76
	0100001598	04/02/19	2639593890-0000C		Syble Hopp Electricity Usage	9-10-100-336-253300-019-000000-2	4,278.87
						Check Total	6,864.51
						Vendor Total	6,864.51
						Grand Total	116,919.15

## Syble Hopp Balance Sheet as of March 31, 2019

ACCOUNT DESCRIPTION		03/31/19
<b>GENERAL FUND</b>		
CASH		6,810,220.90
PREPAID EXPENSES		106.65
<b>TOTAL ASSETS</b>		<b>6,810,327.55</b>
ACCOUNTS PAYABLE		17,805.10
<b>TOTAL LIABILITIES</b>		<b>17,805.10</b>
EQUITY ACCOUNT		6,792,522.45
<b>TOTAL FUND BALANCE</b>		<b>6,792,522.45</b>
<b>SPECIAL EDUCATION FUND</b>		
CASH ACCOUNT		(2,445,480.12)
<b>TOTAL ASSETS</b>		<b>(2,445,480.12)</b>
PAYABLE ACCOUNT		34,948.49
CONTRACTS PAYABLE		-
OTHER DEFERRED REVENUE (SOAR REGISTRATION)		150.00
<b>TOTAL LIABILITIES</b>		<b>35,098.49</b>
EQUITY ACCOUNT		(2,480,578.61)
<b>TOTAL FUND BALANCE</b>		<b>(2,480,578.61)</b>
<b>FOOD SERVICE FUND</b>		
CASH		7,777.05
<b>TOTAL ASSETS</b>		<b>7,777.05</b>
ACCOUNTS PAYABLE		3,888.75
<b>TOTAL LIABILITIES</b>		<b>3,888.75</b>
EQUITY ACCOUNT		3,888.30
<b>TOTAL FUND BALANCE</b>		<b>3,888.30</b>

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# Support Information #7

## Syble Hopp Revenue Summary for the Month Ended March 31, 2019

2018-2019		Amended Budget	Actual Amount	Remaining Budget	COMMENTS
DESCRIPTION					
<b>GENERAL FUND</b>					
PAYMENT IN LEAU OF TAXES	3,026,614.00	3,026,614.00	-		Budgeted tax revenue was amended to reflect the increase in Casualty Insurance.
INTEREST	32,000.00	35,977.78	(3,977.78)		Interest is trending higher than expected. Budget was increased for 2019-20.
RENT (DUPLEX)	9,000.00	6,750.00	2,250.00		
MEDICAID MAC REIMBURSEMENT	15,000.00	-	15,000.00		
SECURITY GRANT	-	11,158.55	(11,158.55)		Grant revenue was received for installation of cameras.
MISCELLANEOUS	21,000.00	916.12	20,083.88		
TOTAL GENERAL FUND	3,103,614.00	3,081,416.45	22,197.55		
<b>SPECIAL REVENUE FUND</b>					
STUDENT FEES	2,500.00	2,114.35	385.65		
SOAR STUDENT REGISTRATIONS	31,250.00	16,270.00	14,980.00		
EC GRANT \$'S FROM DISTRICTS	35,060.00	-	35,060.00		
DISTRICT PAYMENT FROM IDEA FUNDS	181,000.00	-	181,000.00		
TUITION-SCH DISTRICT(OUT OF COUNTY)	280,900.00	260,102.24	20,797.76		All tuition payments have been received.
TRANSIT OF STATE AIDE (CESA)	5,700.00	3,885.29	1,814.71		
CESA 7 - REIMB SUBS	3,500.00	939.25	2,560.75		
HANDICAPPED AID FROM STATE	1,417,000.00	1,020,755.00	396,245.00		Five payments for special education aid has been received.
GENERAL STATE AID	1,500,000.00	-	1,500,000.00		
HIGH COST KIDS (STATE AND FEDERAL)	6,000.00	-	6,000.00		
MEDICAID REIMBURSEMENT	255,000.00	110,458.70	144,541.30		
TOTAL SPECIAL REVENUE FUND	3,717,910.00	1,414,524.83	2,303,385.17		
<b>FOOD SERVICE FUND</b>					
STUDENT LUNCH	33,000.00	23,386.71	9,613.29		
ADULT LUNCH	1,200.00	443.00	757.00		
FOOD SER/STATE AID	1,000.00	-	1,000.00		
FOOD SERVICE/FED AID	27,380.00	17,885.93	9,494.07		
FED AID/COMMODITIES	6,000.00	-	6,000.00		
TOTAL FOOD SERVICE REVENUE FUND	68,580.00	41,715.64	26,864.36		

# Syble Hopp Expenditures Summary for the Month Ended March 31, 2019 - Unaudited

DESCRIPTION	2018-2019 BUDGET	BUDGET AS OF 03/31/2019	Actual Amount	BUDGET REMAINING	TOTAL BUDGET AS OF 3/31/2019	VARIANCE TO BUDGET AS OF 3/31/2019	COMMENTS
<b>GENERAL FUND</b>							
LIBRARY MEDIA RESOURCES	215.00	167.22	67.84	147.36	99.58		Alto and Frontline agreements were paid in July.
FISCAL/FINANCE	167,205.00	128,619.23	132,428.21	34,776.79	(3,808.98)		Annual maintenance agreements were paid in July. In addition cleaning supplies for the school year were also purchased. The flooring projects were completed during the summer. Due to lifting tiles, a classroom that was not budgeted also needed to have flooring replaced. In addition, a water heater needed to be replaced that was not budgeted.
BUILDING OPERATION	268,363.00	203,312.25	220,285.47	48,077.53	(16,973.22)		Costs include the storage cage and classroom dry erase boards. The door lock system was completed in September which included one more door than budgeted. Medicine cabinets came in September and desks were purchased for the OT/PT staff. The asphalt seal and repair work was paid for in October. The ADA signage was installed in March.
DUPLEX	900.00	675.00	319.48	580.52	355.52		Excess expenditures are related to the Security Grant to purchase cameras for the inside and outside of the building. The cost will be offset by grant revenue. Much of the budget for IT wages was spent in July and August to complete the camera project and set up computers for school. Additional keyboards and mounts for new PCs were purchased.
FACILITIES ACQUISITION/REMODELING	57,347.00	43,010.25	52,355.69	4,991.31	(9,345.44)		The budget includes an amendment of \$18,127 for Casualty increases.
TELEPHONE	2,800.00	2,100.00	1,859.50	940.50	240.50		
TECHNOLOGY	21,827.00	16,370.25	31,760.90	(9,933.90)	(15,390.65)		
INSURANCE AND JUDGMENTS	77,846.00	58,384.50	48,524.99	29,321.01	9,859.51		
COUNTY IDC AND TECH SERVICES	75,112.00	56,334.00	54,160.13	20,951.87	2,173.87		
TOTAL GENERAL FUND	671,615.00	508,972.70	541,762.01	129,852.99	(32,789.31)		
<b>SPECIAL REVENUE</b>							
EARLY CHILDHOOD	392,063.00	241,269.54	224,992.24	167,070.76	16,277.30		Savings recognized due to staff leaves.
SPEECH/LANGUAGE	464,380.00	285,772.31	270,977.21	193,402.79	14,795.10		Savings recognized in insurance selections.
INTELLECTUAL DISABILITIES	2,033,074.00	1,251,122.46	1,208,003.71	825,070.29	43,118.75		Savings recognized due to employees on leave and resignation of a teacher one week prior to school starting.

# Syble Hopp Expenditures Summary for the Month Ended March 31, 2019 - Unaudited

DESCRIPTION	2018-2019 BUDGET	BUDGET AS OF 03/31/2019	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 3/31/2019	COMMENTS
RETIREE VEGA CONTRIBUTION	35,000.00	26,250.00	4,039.20	30,960.80	22,210.80	
EC INSTRUCTIONAL AIDES	73,185.00	52,275.00	46,839.22	26,345.78	5,435.78	
ID INSTRUCTIONAL AIDES	1,125,373.00	692,537.23	676,530.64	448,842.36	16,006.59	Savings recognized in insurance selections. Additional substitutes have been required due to leaves and vacancies. Savings recognized in Teachers and Aides.
ID SUB TEACHERS/AIDES	58,131.00	41,522.14	99,133.06	(41,002.06)	(57,610.92)	Additional substitutes required due to leaves. Savings will be recognized in Early Childhood teacher budget.
EC SUB TEACHERS/AIDES	3,876.00	2,768.57	19,671.06	(15,795.06)	(16,902.49)	Staffing for duplex trending higher than expected.
SPECIALTY TEACHERS	166,506.00	102,465.23	102,742.87	63,763.13	(277.64)	
DIRECTION OF SOCIAL WORK	74,389.00	45,765.54	44,985.07	29,383.93	780.47	
NURSING	81,350.00	50,061.54	48,146.37	33,203.63	1,915.17	
OCCUPATIONAL THERAPY	293,357.00	180,527.38	171,730.91	121,626.09	8,796.47	Savings recognized in insurance selections and contracted services.
PHYSICAL THERAPY	81,903.00	50,401.85	50,240.88	31,662.12	160.97	
EXCEPTIONAL ED (SUPV & COORD)	272,119.00	209,322.31	200,463.15	71,655.85	8,859.16	Savings recognized in contracted services.
GENERAL ADMINISTRATION	10,115.00	7,586.25	8,374.00	1,741.00	(787.75)	WASBO dues and Audit Fees have been paid.
OFFICE OF THE SUPERINTENDENT	165,285.00	127,142.31	128,486.83	36,798.17	(1,344.52)	
VEHICLE REPAIR AND FUEL	10,000.00	7,500.00	3,723.93	6,276.07	3,776.07	
TRANSPORTATION AND BUS AIDES	759,934.00	532,350.56	484,269.53	275,664.47	48,081.03	Denmark is transporting the EC students due to the small number of students, so there will be less costs for Lamers. In addition, the Friday transportation at DePere is being paid by De Pere. Savings have been recognized in bus aides.
UNEMPLOYMENT	10,014.00	7,510.50	2,836.70	7,177.30	4,673.80	
CESA AND DISTRICT SERVICES	25,344.00	25,344.00	23,415.17	1,928.83	1,928.83	
CAMP SOAR	73,022.00	48,681.33	41,257.69	31,764.31	7,423.64	The costs include two sessions of SOAR.
TRANSIT OF AID TO DISTRICTS	66,000.00	44,000.00	34,244.00	31,756.00	9,756.00	The first four categorical aid payment have been transitted to the districts.
TOTAL SPECIAL REVENUE FUND	6,274,400.00	4,032,176.05	3,895,103.44	2,379,296.56	137,072.61	
<b>FOOD SERVICES</b>						
DIRECTOR OF FOOD SERVICES	62,080.00	48,284.44	46,170.27	15,909.73	2,114.17	
FOOD - LUNCH PROG	500.00	388.89	-	500.00	388.89	
FOOD - COMMODITY	6,000.00	4,666.67	-	6,000.00	4,666.67	
TOTAL FOOD SERVICE FUND	68,580.00	53,340.00	46,170.27	22,409.73	7,169.73	

Support Information #8

To Whom It May Concern,

I want to first thank you all for the opportunity to teach this past year at Syble Hopp School. The opportunities for these kids makes this school truly remarkable. However, after finishing the 2018-2019 school year, I will not be signing a new contract for the 2019-2020 school year.

Thank you,

*Kiara Nelson*

Kiara Nelson

Special Education Teacher

Syble Hopp School



May 2, 2019

Dear Members of the BCCDEB,

Please accept this letter as a formal notification that I am resigning from my position as a Special Education Teacher, for BCCDEB. This resignation will be contingent upon my signing a contract with the Unified School District of De Pere for the 2019-2020 school year.

Thank you so much for allowing me to work in this position for the last 13 years. I've greatly enjoyed and appreciated my time working for BCCDEB.

During these next few months, I will continue to work hard to make the transition between staff go smoothly, as well as offer assistance to the new teacher as best I can. Please let me know if there's anything else I can do to help make the transition go smoothly.

Sincerely,  
Carla Jo Schneider

**Brown County Children with Disabilities Education Board**

**Organization Description:** The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first birthday.

**Position Title:** Classroom Aide (Medical/Health/Personal Care Focus)

**Position Purpose:** To provide support and assistance to the district nurse and classroom teachers to achieve established student goals in the areas of health, medical, personal care and mobility.

**Qualifications Required:** DPI Special Education Aide License  
Minimum of a Certified Nursing Assistant (CNA) License  
CPR/AED/First Aid Certification

**Qualifications Desired:** Experience working with children with Intellectual Disabilities and/or Autism  
Experience with Non-Violent Crisis Intervention Training  
Previous experience using knowledge and skills obtained in CNA program  
Has an excellent understanding of medical terminology and appropriate health language  
Infinite Campus (or comparable) Student Management System Experience

**Reports to:** District Nurse and/or Classroom Teacher(s)

**Supervises:** N/A

**Terms of Employment:** Non-Exempt Employee

**Essential Functions:**

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and support instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have Intellectual Disabilities and/or Autism. Best practices include but are not limited to substantial knowledge of the child with ID and autism, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. Ability to relate and communicate to students, parents/guardians and staff regarding student health needs.
4. Assist classroom teacher in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance self-care, medical and health goals.
5. Work directly with administration, district nurse and health care officials to carry out specific tasks related to student health needs and infection management.
6. Accepts delegation of student health care needs from authorized school personnel that are routine with a predictable outcome.
7. Responds in a timely manner to medical, illness and emergencies of children assigned and assists others with medical and other emergencies.
8. Performs daily general first aid procedures and health care services.
9. Reviews, understands and implements assigned duties pertaining to individualized health care plans.
10. Maintains open communication with staff relaying messages as directed to teachers, other school personnel and parents/guardians in order to maintain appropriate records for students.

11. Assists with clerical tasks associated with mandated and recommended student health records, including the use and understanding of the district Student Management System (Infinite Campus).
12. Assist with lifting, moving and operating adaptive equipment.
13. Assist students with mobility needs such as lifting and positioning students, lifting in and out of wheelchairs, loading and unloading the bus, transporting students in and around the school.
14. Report student concerns directly and expeditiously to teacher and assist with student resolution.
15. Works directly with administration/health care officials to carry out specific tasks related to student health needs and infection control
16. Uses the approach of positive redirection in all dealings with children.
17. To be a good citizen by working well with, utilizing best practices and conducting oneself in a positive and professional manner.
18. To work cooperatively in maintaining a clean and healthy school and classroom environment.
19. Participating in and supporting student preparation for Community Based Instruction experiences.
20. Maintain various records and files and understands and maintains student confidentiality.
21. Implements mandated reporter requirements for incidents of abuse or neglect.
22. Maintains appropriate training in AED, CPR and First Aid on a yearly basis.
23. Perform related work as required.

#### **Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, student illness, medical conditions, medication administration, etc.).
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogens.
3. Exposure to indoor and outdoor climate and weather conditions.
4. Will be expected to monitor and teach students in recreational activities including, but not limited to: the therapy pool, sensory courtyard, outdoor playground and day/overnight camp experiences.
5. The noise level in the work environment can vary but is usually moderate.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

**Materials and/or Equipment Used:** Computer, Assistive Technology, Copy Machine, Adaptive Equipment (stander, gait trainers, etc.), Infinite Campus Student Management System

*This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of education demands change, so too may the responsibilities, duties, and skills of this position.*

**Board Approved:**

1b

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE COUNTY OF BROWN AND  
THE CHILDREN WITH DISABILITIES EDUCATION BOARD**

1. Parties. This Memorandum of Understanding ("MOU") is made and entered into by and between the County of Brown ("the County") and the Children with Disabilities Education Board ("the Board").
2. Purpose. The Board desires to have the County make available to Syble Hopp School the resources of the County Human Resources Department (HR) regarding matters involving the hiring, firing, and discipline of employees under the authority of the Board.
3. Responsibilities of the Board and Syble Hopp School. To cooperate with HR, and to provide any reasonably requested assistance and information to HR, so that HR may carry out its duties under this MOU.
4. Responsibilities of the County. To make the resources of HR available to Syble Hopp School, as deemed reasonably necessary and appropriate by the County. Said resources may include but are not limited to having HR: 1) Provide consultation to Syble Hopp School regarding alleged employee misconduct by employees under the authority of the Board; 2) Conduct investigations of said alleged misconduct; and 3) Make recommendations to Syble Hopp School regarding recommended appropriate action(s) to take regarding said alleged misconduct.
5. Term and Termination. This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU, and shall remain in full force and effect until terminated by either party. This MOU may be terminated, without cause, by either party upon thirty days' written notice to the other.
6. Signatures and Effective Date. In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the dates set out below, and certify that they have read, understood, and agree to be bound by the terms and conditions of this MOU. The effective date of this MOU is the date of the signature last affixed to this page.

<p>X _____</p> <p style="text-align: center;">Signature</p> <p>_____</p> <p style="text-align: center;">Name and Title of Official Signing MOU</p> <p>_____</p> <p style="text-align: center;">Date Signed</p> <p>_____</p> <p style="text-align: center;">Street Address</p> <p>_____</p> <p style="text-align: center;">City/State/and Zip Code</p>	<p>X _____</p> <p style="text-align: center;">Signature</p> <p>Troy Streckenbach, Brown County Executive</p> <p style="text-align: center;">Name and Title of Official Signing MOU</p> <p>_____</p> <p style="text-align: center;">Date Signed</p> <p>305 East Walnut Street</p> <p style="text-align: center;">Street Address</p> <p>Green Bay, WI 54305</p> <p style="text-align: center;">City/State/and Zip Code</p>
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## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, March 14, 2019 at Health & Human Services; Sophie Beaumont Building; Boardroom A; 111 N. Jefferson Street; Green Bay, WI 54301

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**Present:** Supervisor Tom Lund, Chair  
Jesse Brunette, Susan Hyland, Vice Chair Paula Landrie,  
Supervisor Aaron Linssen

**Excused:** JoAnn Grashberger, Craig Huxford, Supervisor Alex Tran

**Also Present:** Erik Pritzl, Executive Director  
Jenny Hoffman, Community Services Administrator  
Eric Johnson, Finance Manager  
Ed Somers, Hospital & Nursing Home Administrator  
Ruth Lund – Member of the Public

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1. **Call Meeting to Order:**  
The meeting was called to order by Supervisor Lund at 5:24 pm.
2. **Approve / Modify Agenda:**  
LAUNDRIE / LINNSEN moved to approve the March 14, 2019 Agenda.  
The motion passed unanimously.
3. **Approve Minutes of February 14, 2019 Human Services Board Meeting:**  
HYLAND / BRUNETTE moved to approve the minutes dated February 14, 2019.  
The motion passed unanimously.
4. **Executive Director's Report:**  
Erik Pritzl distributed his March 2019 Executive Director Report.

### **Sophie Beaumont Building Moves and Updates**

All planned staff member moves have been completed for Community Services and Public Health at Sophie Beaumont and the Environmental Unit of Public Health at Duck Creek. Our next steps are to fine-tune some of the areas and look at traffic flow within the building. The physical move went well with Facilities doing a great job with phasing and moving staff in.

### **Organizational Effectiveness**

Organizational Effectiveness (OE) is an improvement process supported by the Wisconsin Department of Children and Families with the Wisconsin Child Welfare Professional Development System to help us define our future in recruitment and retention of Child Protective Services (CPS) employees. They provide facilitators who will be guiding our workgroup of CPS supervisors, staff and HHS administration through the process, as well as modeling and teaching us the process so we can sustain it.

### **New Department of Children and Families (DCF) Secretary**

Department of Children and Families Secretary, Ms. Emilie Amundson visited Brown County Health & Human Services for an on-site visit February 28. She spent time meeting with Child Protective Services and Youth Justice staff members at Sophie Beaumont, then travelled to Shelter Care and the Brown County secure detention facility where she spent time speaking

with children there. She seemed impressed with our staff and our approach to what we do. She took a lot of positive things back and shared with regional staff.

**Secure Residential Care Center for Children and Youth (SRCCCY)**

We are still assessing this service area as a future direction in Brown County. The Governor's proposed budget had some changes which increased funds from \$40M to \$100M and changed the submission date of grant proposals to July 1, 2019. From what we are hearing, the Legislature is understanding the funding needs to be there for these facilities as counties cannot afford them. DCF Secretary Amundson asked quite a bit about this during her visit and was encouraged to know we are still investigating this, and saw this as a positive.

LUND: This is a lesser facility than the State one down by New London, right?

PRITZL: Yes, the New London one is a Type 1 facility that is State-run; one of two proposed.

LUND: There will be two State-run, and then there will be money for these facilities for the County-run ones?

PRITZL: There is a Grant Committee; we apply to the Grant Committee; outline what we want to do; we'll have to know what it will cost; and then they will work with whatever (money) they get in, but they will have to approve those.

LAUNDRIE: So two State (run facilities) and how many Counties are looking to have one?

HOFFMAN: I think there were three or four...

LUND: Wasn't Outagamie County thinking of one?

PRITZL: No; Milwaukee, Racine, Dane, Brown, La Crosse is on the fringe.

HOFFMAN: La Crosse is out, I think.

LUND: What are they doing about the northern Counties?

PRITZL: Brown. At one point there was some writing of areas north of highway 29; Green Bay is technically north of 29 if you're in the right spot. Eau Claire has been sort of in-and-out, but that is probably the only other northern County. We (Brown) are the most northern County.

LAUNDRIE: What are the two State places called?

PRITZL: Milwaukee is one.

LAUNDRIE: So they are going to have a State one and a secured residential?

PRITZL: Yes. Milwaukee has been on a path to take care of their kids for a long time. This has been a goal to get them out of Lincoln Hills.

LAUNDRIE: That is a good path.

LUND: Their census is probably higher due to population.

PRITZL: Yes.

LAUNDRIE: So Milwaukee, and what's the other one?

PRITZL: It is by New London. It's outside New London.

LUND: Horton something...

PRITZL: Hortonia; it is a Township.

LUND: I had never heard of it until the news the other day.

**Emergency Detentions**

Emergency detentions (EM1s), overall as a number, do not look bad from 2018 to 2019. The number of children and adolescent EM1s has gone down; 26 in January/February 2019 compared to 46 last year. On the adult side, it is not the same story; there were 118 this year, compared to 104 last year. We are seeing a shift in the population.

LINSSEN: Is that an ongoing shift or potentially just a "one off?"

PRITZL: That is a good question; it is hard to say. Last year we saw adolescents and children spike in the first part of the year, and our thought was we started to see it drop, so we knew at the end of the year it was going to be lower overall compared to prior year. This might be the same trend. We are now seeing a spike in the first couple months. It could level off; it's too soon to really draw a lot from it in two months. What is more concerning is just making sure we have local capacity; that has been an issue. We have had more people go to Winnebago County this year than last year. Especially if it involves children and adolescents, and if facilities that serve both (adults and adolescents) are serving more adults, we might see issues. This is something we monitor very closely.

**Community Treatment Center**

The census at Nicolet Psychiatric Center at Community Treatment Center has been running higher in 2019 compared to 2018 which goes along with the number of overall emergency detentions. Bay Haven looks stable as a CBRF (Community Based Residential Facility); a little bit higher than last year, and an improvement over prior years. Overall, our diversion census – when we take Bay Haven and contracted diversion facilities and put them together – has been increasing, so more people are in crisis stabilization placements.

We hope to have the Officer/Clinician team start sometime in 2019, and that will help the situation as well.

LUND: Regarding the building move, there were no problems moving Public Health?

PRITZL: No.

LUND: People like it out there (Duck Creek facility in Howard)? There were questions at one time regarding everyone moving here (Sophie Beaumont); it wasn't big enough. So the facility is large enough for what they need?

PRITZL: Yes. I went out there Tuesday, the Lab is very nice.

LUND: The Lab was one of the main things...

PRITZL: It is a nice space. They had to put an elevator on the front of the building, and configured it with some nice lobby space on the first and second floor. So when you walk in there, it is very different from when you used to walk into the Highway Department.

LUND: I've been there.

PRITZL: Go there now.

LUND: It's much nicer?

PRITZL: Oh, yes. You go to the second floor, and they have been doing some work on the big meeting space up there; it is all carpeted now. They want to replace all the furniture, which is a need. They have the space configured for the Sanitarians, and some storage options up there.

LUND: They were talking about the space for the Sanitarians too, because of secured records and that type of thing.

LINSSEN / LAUNDRIE moved to receive and place on file the Executive Director's Report for March 2019. Motion carried unanimously.

**5. CTC Administrator Report including NPC Monthly Report:**

Ed Somers, Hospital & Nursing Home Administrator, referred to his March report included in the Agenda Packet.

Once again, Ed Somers acknowledged the Community Treatment Center staff for their dedication in coming to work during the February snow-related weather issues as this has been the second snowiest winter on record.

**Patient Complaints**

A patient had made a complaint, however, we could not validate who the patient was complaining about, so we did not report it. Two days later, the same patient made a specific complaint naming a person. We reported it, and the State came in, and agreed with our investigation, but said we should have turned in a report on the patient's first complaint. CTC followed the State's flowchart on filing complaints, however, we received a notice for past non-compliance. We have also received some odd complaints, which have turned into nothing, but we still need to do the reporting and filing with the State. Fortunately, the State has automated the process and we log on to a website and submit everything that way.

We have separated the way we handle grievances and patient service complaints. We did have a grievance filed on a concern at the hospital (NPC). The grievance filed was related to medications; the patient has the right to refuse medications, and the patient filed saying he was forced to take medications.

**Survey Readiness**

Somers and the NPC staff are working to prepare for an upcoming hospital survey. Norwood recently completed their survey at their hospital, and they have agreed to come and do a mock-survey at NPC; we will help them down the road with their quality improvement plan.

LAUNDRIE: Who is Norwood?

PRITZL: Norwood is in Wood County, but it a combination of...

SOMERS: It is a nursing home and a psychiatric hospital, so very comparable to us.

PRITZL: They serve a region, so they have that approach with their name/branding.

**Detoxification Unit**

We toured Tellurian in Madison and are exploring the possibility of offering detox services within our current building footprint by converting half of Bay Haven to accommodate this.

SOMERS: What I found most interesting (at Tellurian) is their threshold for blood alcohol. I think our threshold is 0.3 at Nicolet before we send them to the hospital. Theirs is 0.7.

LUND: Wouldn't they be dead?

SOMERS: I didn't realize how common that is; people have such a tolerance.

HYLAND: I think people who are alcoholics have that higher tolerance, but the average person, if they consumed that much, would be dead.

LAUNDRIE: Are you saying 0.4, 0.7, not 0.08?

SOMERS: 0.08 is proof of legally intoxicated that you can't drive.

LUND: If you are at 0.08, we don't detox people like that; they get turned over to a responsible party. So what level do we start doing a detox on somebody?

PRITZL: We don't use a PBT or a blood alcohol measure.

LUND: Is it just how they are acting?



PRITZL: It is basically their ability to care for themselves. Our threshold is incapacitation. So if you are not able to meet your care needs; you are basically non-responsive, so to speak, then you are incapacitated.

LUND: So then we wouldn't turn them over to a responsible party.

PRITZL: Not usually.

LUND: How long would it take usually to detox them? 8 hours?

PRITZL: Our Bellin stays are typically a day. Usually 24 (hours), but that is because they are trying to engage the person in treatment, get them set up with an assessment...

LUND: So it doesn't happen again.

PRITZL: That's what we are trying to do. We don't want them to keep coming in and out, but that doesn't always work.

SOMERS: At Tellurian, they said they would need to stay minimally 12 hours, can't be going through withdrawal, your BAC (blood alcohol content) must be zero, and you must meet with a counselor before discharge. Even now, we occasionally get people who come up to Nicolet, they'll make suicidal statements, sober up the next day, and say, "I'd never dream of committing suicide." This will address some of that as well.

HYLAND: How good that you are using more observational kind of evaluation rather than just a number, because everybody's body might react differently.

#### **Nurse Call System**

We are working on the final implementation of the R-Care nurse call system. We had some network issues within the building and they are taking care of it on March 22.

LINSSEN / BRUNETTE moved to receive and place on file the CTC Administrator Report including the NPC Monthly Report for March 2019. Motion carried unanimously.

#### **6. Re-appointments to the Medical Staff of Community Treatment Center**

LINSSEN: Were there any recommendations from the staff on these individuals? Are there any concerns we should be aware of?

PRITZL: All of them are reviewed by psychiatric medical staff at a meeting held this week, and all were recommended for re-appointment. The binders (on each re-appointment) are reviewed. Dr. Pareek, for example, is reviewed by a different physician so he is not reviewing his own and not voting on himself. Dr. Tan is reviewed by a different physician. There is documentation on who reviewed each; it is across the medical team. All were approved for re-appointment.

##### **a. Dr. Yogesh Pareek, Clinical Director**

LAUNDRIE / LINSSEN moved to approve and re-appoint Dr. Yogesh Pareek to the Medical Staff of Community Treatment Center. Motion carried unanimously.

##### **b. Dr. Egbert Tan, Psychiatrist**

LINSSEN / HYLAND moved to approve and re-appoint Dr. Egbert Tan to the Medical Staff of Community Treatment Center. Motion carried unanimously.

##### **c. Dr. John Warren, Contracted Medical Doctor**

LINSSEN / HYLAND moved to approve and re-appoint Dr. John Warren to the Medical Staff of Community Treatment Center. Motion carried unanimously.

**7. Financial Report for Community Treatment Center and Community Services:**  
Eric Johnson, Finance Manager, distributed the March Financial report.

At this point in the year, it is unusual as we don't have the prior year – 2018 – closed and January and February (2019) are not closed. However, we can look at final numbers for payroll through the most recent pay period end date of February 23, 2019.

Payroll and fringe benefit expenses for both CTC and Community Services are slightly higher than the 14.8% benchmark after 54 of 365 days for the year. CTC is at 15.3% and Community Services is at 15.2%. However, there is a budget adjustment still pending for the 2.25% wage increase. When that posts, it will decrease the budget variance and that accounted for the majority of the variances.

Other contributing factors included premium pay for the hospital and nursing home and overtime differentials. Fringe benefits are also higher at this point for both CTC and Community Services.

Community Services also has some premium pay in Child Protective Services and Shelter Care contributing to the variance.

Census numbers for CTC are slightly lower than budget for Bayshore Village and Bay Haven, but higher for Nicolet.

Johnson also brought the Ability to Pay Calculations and adjustments we make for patients and clients at the Outpatient Clinic at CTC when they do not have insurance and end up with a private pay balance after they have left treatment. Up to this point, Clinic clients are expected to pay a minimum monthly amount, based on a sliding fee scale, no matter the amount of services they receive, and when they are discharged, they have no remaining amount pending.

Clients of the hospital, however, can end up with a significant private pay balance of \$10-20,000 because it is an average of \$1000 per day. Past practice has been to offer financial assistance if they will fill out forms regarding their income level. Based on a different sliding scale between 100% of the federal poverty level and 200% of the federal poverty level, we would adjust their balance on a prorated basis. For example, if they were at 150% of the federal poverty level, 50% of their balance would be reduced. However, with a \$20,000 balance, that only reduces it to \$10,000 and some of these people are at a very modest income level.

The Maximum Monthly Payment Schedule comes from the State, and it does not start at the poverty level, it starts at approximately 150% of the poverty level. The gross monthly income of approximately \$1200 is the federal poverty level and monthly payments are \$0. Johnson took this schedule, and penciled in monthly payments of \$15 instead of \$0 because historically, Brown County has charged a minimum payment of \$15 irrelevant of a client's income level. That is based on people's ability to pay as we have had Representative Payee clients who have been clients of the Outpatient Clinic or the hospital be able to pay \$15 per month. Johnson feels it is reasonable to set a minimum monthly payment amount. There is some possibility the State will change their regulations to make it so if they say a payment is to be \$0, it has to be \$0, and we would not be able to charge more, and it may be out of our hands.

Johnson suggested one idea is to set, based on the monthly maximum, an adjustment of balance to 5 years of payments. For example, if someone has been paying \$15 a month at the lower end of the income scale, 60 payments would be \$900; so they would have

some liability, some contribution to the cost of their care, but not the large amount of \$10,000 that might take years and years to pay.

LUND: So on a \$20,000 balance, they would have roughly a 5% portion of their care would be paid for by them.

JOHNSON: On a \$10,000 balance, it would take 50 years to pay off at \$15 per month.

LAUNDRIE: So we would rather get some than nothing, that's basically what you are saying.

LUND: After the 5 years, can we write off the remaining balance? Are there any write-offs with the feds or the State on those remaining balances?

JOHNSON: We can't get any kind of credit or additional funding from State or Federal. The reason I brought this forward was to interject a Human Services component to this in terms of giving people something reasonable as a goal to contribute toward their care instead of something that hangs over their head sometimes for the rest of their lives.

LINSSEN: What is the point of the \$15?

JOHNSON: I'm not sure where that came from years ago. I've heard it is in DH-1, the State regulations, that Counties can charge a minimum of up to \$25. This was determined years ago, so perhaps that was the dollar amount 10-15 years ago when this was determined and it just hasn't changed since then. There is no rhyme or reason, this is just what historically has been charged. So it could be any dollar amount as well; starting at \$5, \$10, \$15. But I do think having something, no matter what income level people are at, I think there is...

LAUNDRIE: Ownership. Absolutely. I totally agree.

JOHNSON: I wanted to start the discussion so we could possibly try to determine something consistent because I see this as very inconsistent between people served at the Outpatient Clinic and people who are served at NPC for an inpatient stay and those at the nursing home with a balance to settle.

LUND: Can we look at what surrounding Counties are doing? I know some of them don't have the services; only a few have the service.

JOHNSON: Only a few truly have nursing homes and hospitals. I can talk to the Finance Managers in the Northeast Region, but there are only two that have facilities like ours, but I can probably reach out. I believe every County is struggling with this; there is not a lot of guidance from the State. The guidance we did receive was that these minimum monthly payments were not necessarily meant to settle balances. They were meant to tell people, you can't charge someone more than this – it's not reasonable to charge someone more than this at this income level. It was determined to protect clients from a County asking them to pay more than they can afford on a monthly basis, but wasn't meant to affect the actual balances they were trying to resolve. That is what I would like to weave into this – is there a way we can set a reduction of their overall balance so it does not extend on forever.

SOMERS: In Washington County, in the nursing home, we encountered clients who would incur a penalty period before they qualified for Medicaid. So a bill of \$10-, \$20-, \$30,000 would sit in private pay; so we negotiated payment plans with individuals or Rep Payee through their allowance for the month. We would negotiate – some were \$5, some \$10, some \$15. We had some who wouldn't use their personal allowance so all would go toward their private pay balance. We ended up writing a lot of it off when they passed away. It was something, they would take ownership of it and pay toward it.

JOHNSON: The only change I am proposing is putting an end point; so the client can see an end point, and not something they would be paying on indefinitely.

PRITZL: As we talked about this, I think it is good for people to know – is there any financial reason to keep these balances on the books so to speak, or track?

JOHNSON: I should also mention, our accounting methodology is that we put an allowance in place over the course of the first year, any balance that is over a year old, we have allowed for fully. All of the financial impact is within the first year; after that, any dollars that come in go strictly to enhance and help the bottom line. There is no expectation that we will receive any payment; everything has been written off for bookkeeping purposes after a year. So any payments after that point are additional funds to the County; not part of our receivable balances.

LINSEN: What happens if they don't pay?

JOHNSON: If they don't pay – that is a good question. What we have set up, is if they don't pay, and don't respond to our requests for information, they will be sent to collections. Recently, we changed to use the Wisconsin Department of Revenue as our collection bureau, and they have much more effective methods for collection. They will be collecting for us the same way they collect for tax liabilities when someone doesn't pay their income taxes. But we don't want to send people to collections, only to have something come up. If they can't pay, it's better not to send to collections, it's better to make an arrangement with them. We do try to reach out to them. I think we will be more effective at getting responses from people if we are offering something that they see as reasonable and something they can do.

LAUNDRIE: According to this chart, everyone is a one-person family.

JOHNSON: Additional columns would be if it is a two-, three- or four-, five-person family, so then the amount you are expected to pay goes down if there are two or three people in the family.

LAUNDRIE: So then they pay nothing? Zero?

JOHNSON: I only included the first two pages of the chart, there are four page all together. Most of the people we see are individuals, or two-person families/couples. We rarely have families that we are dealing with.

LUND: If these people are indigent, don't we set them up with Economic Support to see that they get as many benefits as they are entitled to?

PRITZL: Yes.

LUND: So we will just take \$15 out of whatever benefits they are receiving. That's how they will pay, if they are qualified for benefits.

JOHNSON: If they are part of our Representative Payee program, otherwise we don't have access to their funds.

LUND: Ultimately we set them up for benefits so they feel like they are giving me something, but then we take \$15 a month for the cost of care. And then after a year we write it off.

PRITZL: It depends on their income; we might not be able to get anything. But the benefit is – and this is why we did the improvement project to get people connected with Badgercare – was if they come back for service, they have coverage. We would then get the Medicaid payment for the hospital stay or they can use outpatient services. We want them to use outpatient services so they don't come back into the hospital. It helps if there is a future admission; but as far as that admission, if they are Medicaid-eligible, they will be at the \$15 a month payment level.

JOHNSON: We can't require payments for those who are at those lower levels, but we can request payments, and we always have. We wouldn't send any of those folks to collections.

LINSEN: From which folks?

JOHNSON: Anyone who is under that level...

LUND: Under the 100%?

LINSSEN: Anyone who is a 0 (on the chart), they wouldn't go to collections?

JOHNSON: Correct. They wouldn't go to collections.

LINSSEN: I had a little bit of a concern about that, but that explains it.

JOHNSON: This chart extends out to those who are 150% of the poverty level. Those folks would never go to collections.

LUND: That seems fair.

JOHNSON: I will have discussions with other counties, and I will try to bring back specific proposals to get a recommendation from you.

LAUNDRIE / LINSSEN moved to receive and place on file the Financial Report for Community Treatment Center and Community Services. Motion passed unanimously.

**8. Statistical Reports: a, b & c**

Statistical Reports a and c were included within the Agenda Packet. Report b was distributed to the Board.

LINSSEN / LAUNDRIE moved to suspend the rules to receive all of the reports together. Motion passed unanimously.

LINSSEN / LAUNDRIE moved to receive and place on file all reports under #8. Motion passed unanimously.

**9. Request for New Non-Continuous Provider & New Provider Contract:**

Please refer to the Agenda Packet which includes this information for February.

HYLAND / LINSSEN moved to receive and place on file the New Non-Continuous Provider and New Provider Contract Report. Motion passed.

**10. Communication Regarding Human Services Board Attendance.**

Pritzl mentioned he was working with Corporation Counsel and Administration to look at the policy and ordinance piece, and previous Board Meeting attendance was examined. Lund mentioned we should reach out to all Human Services Board members to determine if they will be able to regularly attend, because some have not attended at all, and gauge their interest to remain on the Board. Pritzl said he would ask Cathy Foss to reach out to Board members.

Regarding the overall structure of the Board, and pieces of the ordinance relating to this Board that need to be attended to -- there are things within the ordinance that need to be fixed because they are outdated.

After Pritzl spoke with Corporation Counsel, one thing to take into account -- by ordinance we are required to have 9 members, however, by Statute we are required to have 7. It could be recommended to the County Board that the size of the Board be reduced to 7 so the number for quorum would be reduced and easier to achieve. This would not take place until a member's time on the Board is up, and would be achieved through attrition. Currently, there is a vacancy on the Board.

Corporation Counsel also mentioned he has seen attendance requirements for other boards or committees, so language could be added that speaks to that; however, Pritzl did not have any specific language to offer at this time.

LUND: My only concern is that if we have four people come to a meeting and then we didn't get a quorum, those four people... we have wasted their time, and the staff's time also.

Lund suggested this item be referred to next month, and kept as a continuous item on the agenda until a solution is reached. Laundrie requested we address the need for officer elections for the Board.

LUND: It should be done every two years.

LINSSEN: Meaning...?

LUND: The Chair, Vice Chair...

LAUNDRIE: There's supposed to be a Secretary. I was the Secretary, and before anything was sent to any of you, I was supposed to peruse it and make corrections.

LUND: We might be able to get rid of the Secretary because we usually have a Secretary at the meetings, so it seems redundant. It might make sense to just drop that.

LAUNDRIE: As long as it is not in the Statute.

LUND: Because we could always designate it to staff.

PRITZL: So do you want an organizational meeting on the next agenda?

LUND: Yes, we will refer this item to the next meeting.

At this time, both Laundrie and Hyland mentioned they would not be in attendance at the April 2019 meeting.

LAUNDRIE / LINSSEN made the motion to refer this item to May 2019 Human Services Board meeting. Motion passed unanimously.

**11. Other Matters:**  
None.

**12. Adjourn Business Meeting:**  
HYLAND / LAUNDRIE moved to adjourn. Motion passed unanimously.

Supervisor Tom Lund adjourned the meeting at 6:14 p.m.

Next Meeting: Thursday, April 11, 2019 at 5:15 p.m.  
Sophie Beaumont Building  
Boardroom A  
111 N. Jefferson St.  
Green Bay, WI 54301

Respectfully Submitted,  
Catherine Foss  
Office Manager

June 19, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TENTATIVELY APPROVING LEVY FOR CDEB BUDGET,  
INCLUDING SYBLE HOPP SCHOOL, FOR FISCAL YEAR 07-01-2019 TO 06-30-2020**

WHEREAS, local educational agencies are responsible for providing educational services and programs to children with disabilities who reside within their school districts; and

WHEREAS, Brown County previously established the Children with Disabilities Education Board ("CDEB"), a special education program that operates Syble Hopp School and serves as a placement option for participating county school district students with disabilities; and

WHEREAS, the current budget year for the CDEB expires on June 30, 2019, the CDEB's budgetary cycle does not align with the County's calendar year budget cycle, the CDEB receives a County levy appropriation annually, and said appropriation is exempt from County levy limits.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves of and adopts the CDEB's proposed budget, attached to and incorporated into this Resolution by attachment and reference, for fiscal year 07-01-2019 to 06-30-2020, and that it hereby authorizes and directs that levy be set aside for said budget in the amount of \$3,080,863 (an increase of \$52,249 from the previous budget year), effective 07-01-2019; and

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that the requested levy amount will be approved of and included within the proposed 2020 Annual Brown County Budget during the annual budget approval process.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. This tentatively sets the levy for the Children with Disabilities Board's 2020 budget, which will need final approval by the County Board during the 2020 budget process.*

6

Respectfully submitted,

HUMAN SERVICES COMMITTEE

Approved By:

TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-044R

Authored by: Department of Administration

Approved by: Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 5/14/2019  
REQUEST TO: Human Services and County Board of Supervisors  
MEETING DATE: 5/22/19 and 6/19/19, respectively  
REQUEST FROM: Syble Hopp School/Children with Disabilities Education Board

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION TENTATIVELY APPROVING LEVY FOR CDEB BUDGET, INCLUDING  
SYBLE HOPP SCHOOL, FOR FISCAL YEAR 07-01-2019 TO 06-30-2020

**ISSUE/BACKGROUND INFORMATION:**

Each year, Human Services Committee is presented with Syble Hopp/Children with Disabilities Education Board's proposed budget in May. As all financial proposals should be submitted in Resolution format, this resolution details the levy amount requested by Syble Hopp/Children with Disabilities Education Board, which will be included in the 2020 Brown County Budget and subject to approval by the County Board of Supervisors during the budget process.

**ACTION REQUESTED:**

To approve

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$3,080,863
2. Is it currently budgeted? ☐ Yes ☒ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Proposed 2020 Budget
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

**SYBLE HOPP 2019-2020 BUDGET**

Account Description	Fiscal Year Ending 6/30/18 Actual Amount	Fiscal Year Ending 6/30/19 6-Month Actual Amount	Fiscal Year Ending 6/30/19 Estimated Amount	Fiscal Year Ending 6/30/19 Adopted	Fiscal Year Ending 6/30/20 Proposed Budget
<b><i>Fund 230: Syble Hopp School</i></b>					
<b><u>Revenues</u></b>					
Property Taxes	2,949,682	1,513,307	3,026,614	3,026,614	3,080,863
Special Education Aid	1,381,984	408,302	1,365,000	1,417,000	1,615,000
State Food Service Aid	826	-	800	1,000	1,000
General State Aid	1,633,913	-	1,560,000	1,500,000	1,590,000
Safety Grant	-	9,530	19,259	-	10,656
High Cost Kids	11,827	-	20,000	6,000	17,000
Federal Food Service Aid	27,119	9,813	26,507	27,380	28,379
Value of Commodities	5,794	-	6,000	6,000	6,400
Pupil Lunch Fees	29,665	15,769	28,587	33,000	32,500
Adult Lunch Fees	655	159	1,050	1,200	1,335
Student Fees	2,398	2,114	2,314	2,500	5,445
Student Fees - SOAR	29,848	16,270	24,405	31,250	35,000
Tuition (Non-Open Enrollment)	275,611	260,102	260,102	280,900	232,870
Medicaid	349,096	19,970	313,459	270,000	316,000
CESA - Transit of Aids	32,931	-	5,785	5,700	8,410
District Payments	173,000	-	197,000	181,000	247,220
Districts - EC Dollars	35,399	-	37,991	35,060	37,991
CESA - Reimbursement of Subs	3,574	-	6,750	3,500	3,100
Other Rent for Duplex	9,000	4,500	9,000	9,000	9,000
Interest on Investments	44,854	19,229	33,500	32,000	38,000
Miscellaneous	962	126	2,216	21,000	30,656
<b>REVENUES TOTAL</b>	<b>6,998,138</b>	<b>2,279,191</b>	<b>6,946,339</b>	<b>6,890,104</b>	<b>7,346,825</b>
<b><u>Expenditures</u></b>					
Salary: Teachers & Subs	1,889,683	669,144	1,956,573	1,868,954	1,982,483
Salary: Therapists	807,095	278,968	772,531	785,754	811,605
Salary: Administration	389,017	207,515	406,487	405,806	416,335
Salary: Aides	758,182	276,193	798,600	793,842	901,557
Salary: Clerical	43,159	20,195	50,837	39,852	47,899
Salary: Custodial and Kitchen	60,895	37,133	79,216	82,514	82,393
Casual Payout	-	-	14,060	23,984	21,380
Ret.-Employers Share	247,992	91,237	250,216	252,903	266,748
FICA - Employers Share	287,618	107,909	290,854	296,259	315,805
Worker's Compensation	23,525	12,169	24,476	24,615	26,270
Unemployment Compensation	5,663	1,737	5,782	10,014	10,676
Life Insurance	4,971	1,815	5,144	3,880	3,880
Health Insurance	807,655	280,522	823,009	875,029	885,238
Dental Insurance	73,887	25,430	75,202	78,813	81,696
VEBA Payout	4,639	-	18,849	35,000	35,000
LTD Insurance	21,342	9,741	16,843	22,312	14,741
STD Insurance	34,509	15,777	28,355	35,820	25,680
Board of Education	-	-	-	840	840
Bus Aide License/Other Emp Benft	385	250	700	300	125
Supplies and Workbooks	41,539	28,117	41,708	42,485	55,407

**SYBLE HOPP 2019-2020 BUDGET**

Account Description	Fiscal Year Ending 6/30/18 Actual Amount	Fiscal Year Ending 6/30/19 6-Month Actual Amount	Fiscal Year Ending 6/30/19 Estimated Amount	Fiscal Year Ending 6/30/19 Adopted	Fiscal Year Ending 6/30/20 Proposed Budget
Food	6,916	650	7,800	8,120	12,900
Other Non-Capital Equipment	7,720	39,766	40,566	37,922	37,405
Technology Equipment and Supplie	-	5,114	6,361	2,865	11,501
Purchased Personal Service	60,308	29,671	59,131	61,720	75,520
Audit	5,900	6,000	6,000	6,000	6,200
Training and Travel	14,929	2,621	12,821	14,670	22,571
Attorney Fees	-	812	9,108	2,000	8,000
Student Services	650	-	600	3,700	2,500
Repairs and Maintenance	59,197	28,493	64,232	66,645	128,858
Copier Agreement	7,293	2,844	6,567	6,200	7,200
Utilities	86,912	42,795	90,843	93,600	92,400
Pupil Travel	617,553	286,213	701,051	742,611	715,899
Fuel-School Owned Vehicles	3,273	1,764	3,042	3,800	3,800
Postage	1,460	722	1,441	1,900	1,900
Printing	3,035	1,692	3,067	3,300	3,400
Telephone	2,769	1,225	2,479	2,800	2,600
Curriculum Software	-	-	-	-	30,085
Software Services	18,601	5,604	11,389	11,370	19,249
Property Assessment	3,420	3,617	3,617	3,500	3,700
CESA & Districts	25,029	23,059	30,914	25,344	35,210
CESA Software Services	6,098	5,504	6,529	6,525	7,515
Payment to State	2,595	615	1,820	2,200	2,400
Equip. Purchase/Addition	17,649	35,783	35,783	27,025	21,312
Transit of State Aids	59,166	8,561	57,070	66,000	69,861
Dues and Fees	3,272	3,531	4,511	4,535	4,479
Duplex for Independent Living	2,676	1,446	2,959	3,224	3,402
BC Indirect Costs	44,554	21,960	41,192	38,464	47,634
BC Technology Chargeback	20,468	6,323	36,078	36,648	48,900
BC Insurance Chargeback	30,450	16,895	43,510	53,231	63,862
<b>EXPENSES TOTAL</b>	<b>6,613,649</b>	<b>2,647,132</b>	<b>6,949,923</b>	<b>7,014,895</b>	<b>7,476,021</b>
<b>REVENUE GRAND TOTALS:</b>	<b>6,998,138</b>	<b>2,279,191</b>	<b>6,946,339</b>	<b>6,890,104</b>	<b>7,346,825</b>
<b>EXPENSE GRAND TOTALS:</b>	<b>6,613,649</b>	<b>2,647,132</b>	<b>6,949,923</b>	<b>7,014,895</b>	<b>7,476,021</b>
<b>NET GRAND TOTALS:</b>	<b>384,489</b>	<b>(367,941)</b>	<b>(3,584)</b>	<b>(124,791)</b>	<b>(129,196)</b>

**Salary Summary**  
**Syble Hopp School/CDEB**

<b>Position</b>	<b>FTE</b>	<b>Cost</b>
Teachers, Therapists, Aides and Subs	88.85	3,599,455
Administrative and Office Staff	4.15	317,851
Administrator	1.00	128,344
Maintenance and Cook	2.70	79,994
	<b>96.70</b>	<b>4,125,644</b>
Salary Adjustment		116,628
Casual Payout		21,380
Regular Earnings		4,263,652
Fringe Benefits		1,665,734
<b>2020 Total Compensation</b>		<b>5,929,386</b>

6e

June 19, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE  
FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT –  
COMMUNITY SERVICES DIVISION AODA COUNSELOR POSITION**

**WHEREAS**, there is a (0.80) FTE AODA Counselor position (“Position”) in the Health and Human Services Department – Community Services Division (“Department”) table of organization that is currently vacant; and

**WHEREAS**, the Department and Human Resources have had difficulty finding a qualified applicant to fill this position with it being less than full-time hours; and

**WHEREAS**, the Department has identified funding from contracted services that could be utilized to reclassify this Position to a full-time role; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of (0.80) FTE AODA Counselor position in pay grade I of the Classification and Compensation Plan and the addition of 1.00 FTE AODA Counselor position in pay grade I of the Classification and Compensation Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, that the following changes to the Human Services Department – Community Services Division table of organization are hereby approved, as follows and as further detailed in the Budget Impact section of this Resolution, below: Delete (0.80) FTE AODA Counselor position in pay grade I of the Classification and Compensation Plan and the addition of 1.00 FTE AODA Counselor position in pay grade I of the Classification and Compensation Plan.

**Budget Impact:****Health and Human Services – Community Services Division**

<b>Partial Budget Impact (6/01/19 – 12/31/19)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
AODA Counselor \$24.85/hr Position # 109.090.076 Hours: 1566	0.8	Deletion	(\$21,958)	(\$5,402)	(\$27,360)
AODA Counselor \$23.70/hr Position # 109.090.076 Hours: 1957.50	1.0	Addition	\$27,657	\$12,568	\$40,225
<b>Reduction of Contracted Services</b>					(\$12,865)
<b>Partial Budget Impact</b>					\$ 0

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
AODA Counselor \$24.85/hr Position # 109.090.076 Hours: 1566	0.8	Deletion	(\$38,915)	(\$9,061)	(\$47,976)
AODA Counselor \$23.70/hr Position # 109.090.076 Hours: 1957.50	1.0	Addition	\$48,393	\$21,081	\$69,474
<b>Reduction of Contracted Services</b>					(\$21,498)
<b>Annualized Budget Impact (net impact of position changes)</b>					\$ 0

*Fiscal Note: This resolution does not require an appropriation for the General Fund. The increase is offset by a reduction in Contracted Services due to a vendor terminating emergency placement services contract.*

Respectfully submitted,

HUMAN SERVICES COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-045R

Authored by Human Resources

Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion:        Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

## HUMAN RESOURCES

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 5-6-2019  
**REQUEST TO:** Human Services, Executive, and County Board  
**MEETING DATE:** 5/22/19, 6/10/19 and 6/19/19, respectively  
**REQUEST FROM:** Erik Pritzl  
Health & Human Services  
**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT – COMMUNITY SERVICES DIVISION AODA COUNSELOR POSITION

#### ISSUE/BACKGROUND INFORMATION:

The department is requesting changes to the Table of Organization to support the conversion of a 0.8 Alcohol and Other Drug Abuse (AODA) Counselor Position to a full time 1.0 Position. The addition of this position is necessary to provide services to meet existing client needs and in order to attract and retain qualified candidates for the position. The 0.8 position has been vacant since 2018 and we have been unable to attract an appropriately qualified candidate, in part we believe due to the part time status of the position, with most individuals needing a full time position. An internal budget transfer moving funds from contracted services (g/l 201.076.170.173.5700) to the behavioral health unit (g/l 201.076.170.171) will enable these costs to be met without appropriating additional funds.

#### ACTION REQUESTED:

The department requests support of the changes to the Table of Organization, deleting the .8 AODA counselor position and adding a 1.0 position to meet the needs of individuals in need of AODA services.

#### FISCAL IMPACT:

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? (0)
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? *increase in personnel expense is offset by a reduction in Contracted Services due to a vendor terminating emergency placement services contract.*
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED



# BUDGET ADJUSTMENT REQUEST

19-037

## Category

## Approval Level

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)   | County Exec   |
| <input type="checkbox"/> 5            | a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).   | Admin Comm  |
| <input type="checkbox"/> 5            | b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation.   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6            | Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 8            | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| 9                                     | Any allocation from the County's General Fund ( <i>requires separate Resolution</i> )<br><i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i>  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

## Justification for Budget Change:

The Alliance for Wisconsin Youth (AWY) is providing funding to Brown County to increase community awareness and participation in reducing opioid use in Brown County while reducing the stigma of opioid use/misuse.

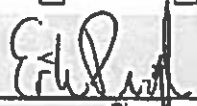
Fiscal Impact      \$15,738


\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.305.4301	Federal Grant Revenue	\$15,738
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.305.5300	Supplies	\$10,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.305.5340	Travel and Training	\$ 5,738
<input type="checkbox"/>	<input type="checkbox"/>			

204/17/19

## AUTHORIZATIONS

  
 Signature of Department Head  
 Department: Health & Human Services  
 Date: 4/17/19

  
 Signature of DQA or Executive  
 Date: 4/20/19

# BUDGET ADJUSTMENT REQUEST

19-038

## Category

## Approval Level

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)   | County Exec   |
| <input type="checkbox"/> 5 a)         | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).  | Admin Comm  |
| <input type="checkbox"/> 5 b)         | Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation.  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6            | Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm <i>W</i><br>2/3 County Board           |
| <input type="checkbox"/> 8            | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| 9                                     | Any allocation from the County's General Fund ( <i>requires separate Resolution</i> )<br><i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i>  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

## Justification for Budget Change:

Chronic Disease Prevention Program-1815 funds received from the State of Wisconsin for improving the health of Americans through prevention and management of diabetes and heart disease and stroke. This is a five year grant with 2019 being year one.

Fiscal Impact      \$18,000

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.4302	CARS State Grant and Aid Revenue	\$18,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5340	Travel and Training	\$ 3,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5300.001	Supplies Office	\$ 1,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5700	Contracted Services	\$14,000

*4/17/19*

## AUTHORIZATIONS

*Erik Rait*  
 Signature of Department Head  
 Department: Health & Human Services  
 Date: 4/17/19

*Tom Stueben*  
 Signature of DOA or Executive  
 Date: 4/30/19

## BROWN COUNTY HEALTH & HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Erik Pritzl, Executive Director

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Phone (920) 448-6000 Fax (920) 448-6166

To: Human Services Board  
Human Services Committee

From: Erik Pritzl, Executive Director

Date: May 9, 2019

Re: Executive Director's Report

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### **Secure Residential Care Center for Children and Youth (SRCCCY)**

Last month I noted that the department was evaluating the space needed for a 24-32 bed facility, and the costs associated with a facility. An estimate on the construction costs was provided to the department and that is \$21M. In addition to the construction costs, the non-construction costs could be \$5.25M. Costs associated with operations have also been estimated, and identified \$4.75M for staffing and \$751K for contracted services to provide services required under administrative code.

Fond du Lac County has submitted a letter withdrawing the letter of interest previously submitted. The remaining counties engaged in the process now are Brown, Dane, LaCrosse, Milwaukee and Racine. The Great Lakes Inter-Tribal Council also continues to be involved in the process.

Significant concerns related to the SRCCCY initiative have been communicated to the grant committee and include what specifically will be reimbursed under the grant program, how any gaps in funding will be addressed, coverage for operational losses, and potential medical costs associated with youth

### **Criminal Justice Services**

The Criminal Justice Services report center started taking new referrals for services on May 1<sup>st</sup>, and received 49 referrals as of May 7<sup>th</sup>. All report center functions transition to the program area on July 1<sup>st</sup>. Other activities in the program area include meeting with associated staff including the Clerk of Courts, court support staff, and court commissioners. Additional outreach was made with the District Attorney's Office and the State Public Defenders. Program staff completed a review of a software tool for effective tracking and supporting program functions.

## **Economic Support Services—Bay Lake Consortium**

Brown County operates economic support services as part of the Bay Lake Consortium, and serves as the lead agency. Other counties in the consortium include Door, Oconto, Marinette and Shawano. At a recent meeting, there was discussion about the governor's proposed budget and Medicaid expansion. Attached is a fact sheet from the Department of Health Services that was posted to their website.

There are concerns about funding and activities based on proposed budgets. There could be increased enrollments with expansion, and increased workload due to drug screening and testing, work requirements and flat funding. With competing proposals, and a flat level of funding for 2020 it will be challenging to anticipate workload and the ability of the consortium to meet expectations.

## **Flooding and Shelter Response**

Related to the flooding event in March, Health and Human Services provided support for the reception center that transitioned to a shelter at Preble High School. There were fourteen different staff members involved providing physical health and behavioral health support starting March 15<sup>th</sup> and continuing through March 17<sup>th</sup>. The number of staff who stepped forward to provide staffing and support was impressive, and we mobilized teams quickly. We will continue to evaluate the response and operations for improvement.

## **Organizational Effectiveness**

The desired future state the OE team has created is as follows:

Brown County Child Protective Services fosters teamwork through collaboration with one another by valuing ideas and role of each team member to reach out common goals. Staff are knowledgeable in their jobs and deliver effective and efficient services to families. Each day will start with the desire and commitment to serve our families using the resources available to ensure child safety and provide permanence. We will create a strong foundation by being genuinely committed to investing and building trust and support with one another.

The second off-site OE team meeting took place April 29-30. The team identified gaps and started developing action plans associated with the desired future state. The next session is June 6-7.

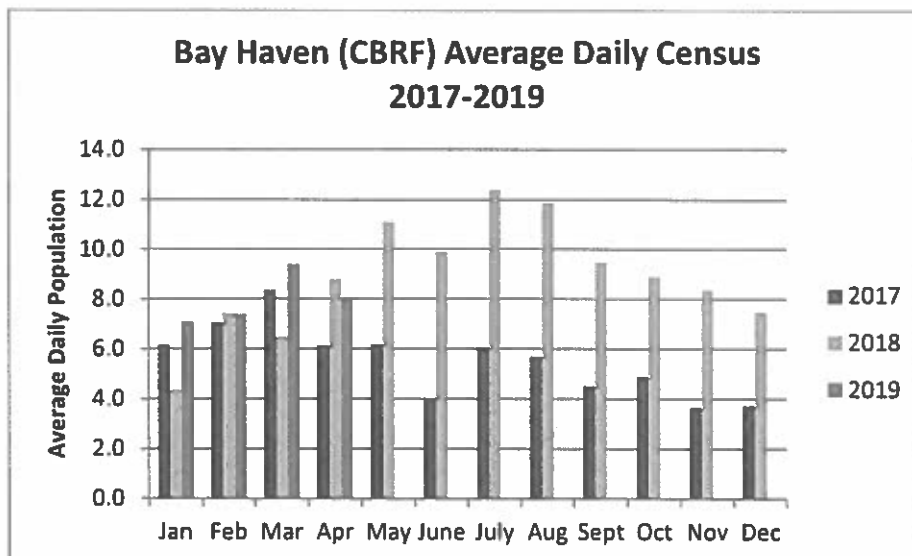
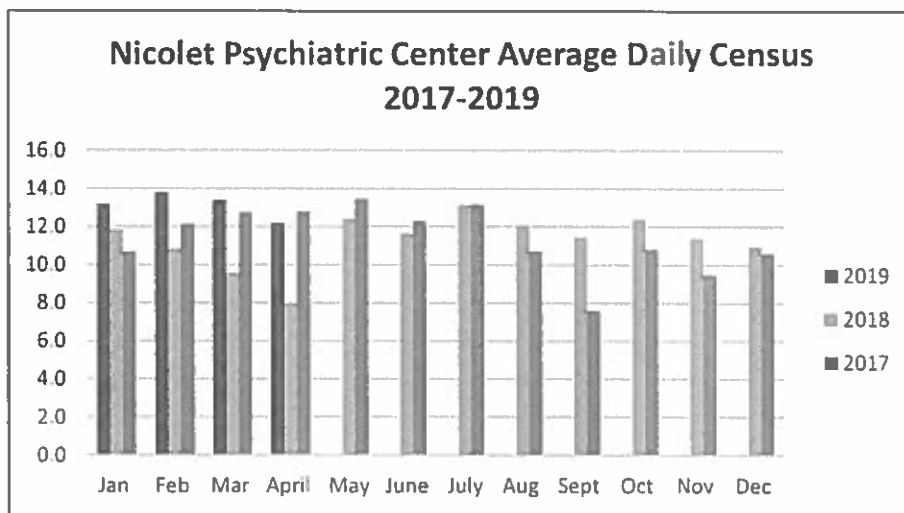
## **Child Protective Services Study**

Included in the 2019 budget were funds for an assessment of the Child Protective Services area. This was sent out for quotes, and one response was received from a reputable firm with direct experience in this type of work. Department staff are working on award notices. Ideally we would like to have some information for the 2020 budget process, and have a report in August.

## Community Treatment Center

Samantha Behling has assumed the role of Interim Hospital & Nursing Home Administrator at the Community Treatment Center. Mandy Woodward will be the interim Community Based Residential Facility (CBRF) administrator and lab administrator. Perry Sieloff will be the interim Director of Nursing for Bayshore Village.

Census at our Community Treatment Center units has been steady in 2019 compared to 2018. The average daily census for April at the Nicolet Psychiatric Center was 12.2, and the average daily census at Bay Haven (CBRF) for April was 8.0. Three years of average daily census at the Nicolet Psychiatric Center (NPC) are presented visually in the charts below.



## BROWN COUNTY HEALTH & HUMAN SERVICES

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P.O. Box 22188  
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzl, Executive Director

To: Human Services Board and Human Services Committee

Date: May 8, 2019

Subject: 3/31/19 YTD Financial Results for Community Treatment Center and Community Services

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### Community Treatment Center

Financial results through 3/31/19 for the Community Treatment Center show revenues at 26.4% of the annual budget and expenses at 24.4%, both favorable compared to a benchmark of 25.0% after 3 months. The overall YTD revenue variance of \$187,195 is due largely to higher census for the Nicolet Psychiatric Center. The favorable expense variance of \$87,057 is from all categories under budget including Personnel Costs primarily from lower fringe benefits expense, Operating Expense including decreased temporary replacement help, and Outlay with no capital expenditures yet in 2019.

2019 YTD census compared to budget is as follows:

<u>Average Daily Census</u>	<u>YTD</u>	<u>Budget</u>
Bayshore Village	60.1	61.3
Nicolet Psychiatric Center	13.4	10.7
Bay Haven CBRF	7.9	7.9

### Community Services

Financial results for Community Services through March include revenues at 24.6% of the annual budget and expense at 25.4% with both contributing to an overall unfavorable YTD budget variance of \$402,839. Intergovernment Revenue from state and federal funding and Public Charges are each under budget, however early in the year a significant part of revenue is not yet received and conservatively estimated.

Personnel Costs show a favorable variance primarily due to Fringe Benefits expense under budget. Operating Expenses show a significant unfavorable variance due to Purchased Services including unusually high State Mental Health facility costs for both children and adults in the first quarter of 2019. Some of these costs will later be credited to the county when the facility collects from the Medicaid program for eligible patients. Also, Residential Care Center and Correctional facility purchased service costs for youth in the juvenile justice system continue at a high level.

Respectfully Submitted,

Eric Johnson  
Finance Manager



# Community Treatment Center

Through 03/31/19

Prior Fiscal Year Activity Included  
Summary Listing

## Account Classification

Fund 630 - Community Treatment Center

### REVENUE

Property Taxes  
Intergov Revenue  
Public Charges  
Miscellaneous Revenue  
Other Financing Sources

### EXPENSE

Personnel Costs  
Operating Expenses  
Outlay

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Budget Variance (Favorable (Unfavorable)	% Used/ Rec'd	Prior Year YTD
<b>REVENUE TOTALS</b>	<b>\$12,953,010.00</b>	<b>\$0.00</b>	<b>\$12,953,010.00</b>	<b>\$1,210,457.33</b>	<b>\$0.00</b>	<b>\$3,425,447.72</b>	<b>\$187,195.22</b>	<b>26.4%</b>	<b>\$3,206,230.34</b>
<b>EXPENSE TOTALS</b>	<b>\$13,526,460.00</b>	<b>\$0.00</b>	<b>\$13,526,460.00</b>	<b>\$1,110,506.74</b>	<b>\$22,651.61</b>	<b>\$3,294,557.24</b>	<b>\$87,057.76</b>	<b>24.4%</b>	<b>\$3,432,332.49</b>
<b>Community Treatment Center Totals</b>									
<b>REVENUE TOTALS</b>	<b>12,953,010.00</b>	<b>.00</b>	<b>12,953,010.00</b>	<b>1,210,457.33</b>	<b>.00</b>	<b>3,425,447.72</b>	<b>187,195.22</b>	<b>26.4%</b>	<b>3,206,230.34</b>
<b>EXPENSE TOTALS</b>	<b>13,526,460.00</b>	<b>.00</b>	<b>13,526,460.00</b>	<b>1,110,506.74</b>	<b>22,651.61</b>	<b>3,294,557.24</b>	<b>87,057.76</b>	<b>24.4%</b>	<b>3,432,332.49</b>
<b>Grand Totals</b>	<b>(\$573,450.00)</b>	<b>\$0.00</b>	<b>(\$573,450.00)</b>	<b>\$99,950.59</b>	<b>(\$22,651.61)</b>	<b>\$130,890.48</b>	<b>\$274,252.98</b>		<b>(\$226,102.15)</b>



# Community Services

Through 03/31/19  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification		Adopted Budget		Budget Amendments		Amended Budget		Current Month Transactions		YTD Encumbrances		YTD Transactions		YTD Budget Variance		% Used/ Rec'd		Prior Year YTD	
Fund 201 - Community Services		Budget		Amendments		Budget		Transactions		Encumbrances		Transactions		Budget Variance		% Used/ Rec'd		Prior Year YTD	
														Favorable (Unfavorable)					
<b>REVENUE</b>																			
Property taxes		15,986,348.00		.00		15,986,348.00		1,332,195.69		.00		3,996,587.07		.07		25.0%		4,043,194.50	
Intergov Revenue		33,020,137.00		132,279.00		33,152,416.00		2,801,002.13		.00		8,171,175.46		(116,928.54)		24.6%		7,894,084.67	
Public Charges		2,263,051.00		11,400.00		2,274,451.00		211,628.44		.00		499,607.04		(69,005.71)		22.0%		456,575.46	
Miscellaneous Revenue		86,250.00		.00		86,250.00		(16,312.00)		.00		2,243.18		(19,319.32)		2.6%		93,506.78	
Other Financing Sources		36,639.00		(36,639.00)		.00		.00		.00		.00		.00		+++		247,245.76	
<b>REVENUE TOTALS</b>		\$51,392,425.00		\$107,040.00		\$51,499,465.00		\$4,328,514.26		\$0.00		\$12,669,612.75		(\$205,253.50)		24.6%		\$12,734,607.17	
<b>EXPENSE</b>																			
Personnel Costs		20,122,872.00		.00		20,122,872.00		1,586,977.43		.00		4,913,477.07		117,240.93		24.4%		4,677,413.29	
Operating Expenses		31,141,553.00		143,679.00		31,285,232.00		2,870,247.14		12,757.00		8,168,135.05		(346,827.05)		26.1%		8,423,579.29	
Outlay		128,000.00		.00		128,000.00		.00		.00		.00		32,000.00		0.0%		.00	
<b>EXPENSE TOTALS</b>		\$51,392,425.00		\$143,679.00		\$51,536,104.00		\$4,457,224.57		\$12,757.00		\$13,081,612.12		(\$197,586.12)		25.4%		\$13,100,992.58	
<b>Community Services Totals</b>																			
<b>REVENUE TOTALS</b>		51,392,425.00		107,040.00		51,499,465.00		4,328,514.26		.00		12,669,612.75		(205,253.50)		24.6%		12,734,607.17	
<b>EXPENSE TOTALS</b>		51,392,425.00		143,679.00		51,536,104.00		4,457,224.57		12,757.00		13,081,612.12		(197,586.12)		25.4%		13,100,992.58	
<b>Grand Totals</b>		\$0.00		(\$36,639.00)		(\$36,639.00)		(\$128,710.31)		(\$12,757.00)		(\$411,999.37)		(\$402,839.62)				(\$366,385.41)	



## **WISCONSIN COMMERCIAL LEASE AGREEMENT**

**THIS LEASE AGREEMENT**, made and entered into this 1<sup>st</sup> day of April, 2019, by and between Neighborhood Housing Services of Green Bay, Inc., dba NeighborWorks® Green Bay ("Owner"), and Brown County ("Tenant");

**WITNESSETH**, The parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

### **1. PREMISES**

Owner hereby leases to Tenant and Tenant leases from Owner the following (the "Premises") at the rental and upon the covenants, conditions and provisions herein set forth: approximately 2,523 square feet of office/service space, detached garage, together with all appurtenances and access to common areas, located at 1076 St. Agnes Drive, in the City of Green Bay, Wisconsin (the "Building"), which Premises are further described in Exhibit A attached.

### **2. TERM, RENEWALS, TERMINATION**

- a) Owner hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Owner, for a term of five (5) years commencing on April 1<sup>st</sup>, 2019 and terminating March 31, 2024.
- b) Tenant may renew the Lease for one extended term of one (1) year. Tenant shall exercise such renewal option, if at all, by giving written notice to Owner not less than ninety (90) days prior to the expiration of the Initial Term. The renewal term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.
- c) Tenant may terminate the Lease with not less than sixty (60) days written notice to Owner in the event of any of the following: cancellation of the Federal, State, and/or County funding upon which Tenant relies to fulfill its obligation under this contract; changes in Administrative Code, State Statute, and/or State standards that would significantly impact the intended use of premises by Tenant as outlined below. Both the Tenant and the Owner may terminate this Lease under default by the other party as outlined 6f and 7c of this Lease document respectively.

### **3. USE OF PREMISES**

Except as otherwise authorized in writing by Owner, Tenant shall use the Premises as family visitation / office space for Brown County's foster care program and related activities serving children and families. The Tenant agrees to comply with all applicable laws, ordinances, and regulations in connection with its use of the leased premises including the installation and maintenance of all improvements necessary to comply with all State and Federal regulations designed to accommodate persons with disabilities. Notwithstanding the foregoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device. Permitted uses include lawful activities related to the operation of the foster care program.

### **4. ASSIGNMENT, SUBLETTING**

The Tenant shall not assign this Lease in any event and shall not sublet the demised Premises. Owner will allow Tenant to permit use of said Premises by another agency or service partner as long as said agency or business partner is providing similar services and using the premises as intended above.

## 5. RENTAL

The Tenant shall pay the Owner rent for the Premises during the initial lease year at the following rate: \$18,000.00, payable in installments of \$1,500.00 per month. The annual rental rate for the first and each subsequent year of this Lease shall be in accordance with the following schedule:

	Rent	
	Annual	Monthly
Year One (4/2019-3/2020)	\$ 18,000.00	\$ 1,500.00
Year Two (4/2020-3/2021)	\$ 18,672.00	\$ 1,556.00
Year Three (4/2021-3/2022)	\$ 19,368.00	\$ 1,614.00
Year Four (4/2022-3/2023)	\$ 20,100.00	\$ 1,675.00
Year Five (4/2023-3/2024)	\$ 20,856.00	\$ 1,738.00

- a) The annual rent throughout the entire lease term, including optional extensions, shall be payable in advance in monthly installments as shown above on the first day of each month. Said rental payments shall be made to Owner at 437 S. Jackson Street, Green Bay, WI 54301 or at such other place designated by written notice from Owner or Tenant. The rental payment amount for any partial calendar months included in the lease term shall be prorated on a daily basis. Upon optional extension of this lease, rental fee shall increase by \$780.00 over the previous year (totaling \$21,636.00) with one-twelfth of the amount (\$1,803.00) due on the first day of each calendar month.
- b) Should Owner receive gifts or grants in excess of the total development cost (acquisition, renovation, and related soft costs) for the control and preparation of the Premises for occupancy by Tenant, use of those excess funds shall be utilized in the following manner until depleted:
- i) Additional renovation work beyond the original scope that is agreed upon by Owner and Tenant.
  - ii) Equipment or material purchases to furnish the Premises as agreed upon by Owner and Tenant.
  - iii) Not more than \$5,000.00 of remaining funds (if any) to capitalize Replacement Reserves for Owner repairs or future improvements to the Premises.
  - iv) Any outstanding balance to be provided to support Tenant operations or related services upon agreement of Owner and Tenant.

## 6. COVENANTS OF OWNER

Owner hereby covenants and agrees with Tenant as follows:

- a) Owner warrants that Tenant shall have quiet use and enjoyment of the Premises; that Owner has complete interest, right in and title to the Premises so as to enable Owner to enter into this Lease; and that the Premises is not encumbered in any way so as to hinder or obstruct Tenant's proposed use thereof, including no encumbrance or obstruction due to existing easements, zoning ordinances or building restrictions.
- b) The Owner shall duly carry out the various obligations and duties imposed upon it at the time and in the manner called for by this Lease.
- c) In connection with the performance of work under this Lease, the Owner agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), sexual orientation, or national origin. This provision shall include, but not be

limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. Except with respect to sexual orientation, the Owner further agrees to take affirmative action to ensure equal employment opportunities. The Owner agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Tenant, setting forth the provisions of the non-discrimination clause.

- d) The Owner as part of this Lease certifies that to the best of its knowledge both the Premises and the Building of which the Premises are a part do not contain any asbestos bearing material which is unsafe or which is not encapsulated. If during the Tenant's occupancy of the Premises such asbestos bearing material is found, and the Owner has been notified by the Tenant that such asbestos bearing material exists, the Owner shall within fourteen (14) days after receipt of such notice, be required to take such action as may be necessary to encapsulate or remove the asbestos bearing material. Upon determination that unsafe or unencapsulated asbestos bearing material exists, the Tenant may at its option vacate the Premises until such time as the material has been encapsulated or removed to the satisfaction of the Tenant. If the Tenant vacates the Premises during the encapsulation or removal process, the Owner shall reimburse the Tenant for all move related costs. No rent shall accrue to the Owner during the period of time the Tenant is not in occupancy of the Premises. In the event the Owner fails to encapsulate or remove the asbestos bearing material within the time specified, this Lease may be cancelled by the Tenant and the Owner shall thereafter not have any claim against the Tenant on account of the cancellation of this Lease.

- e) For the purposes of this Lease, "Hazardous Materials, Substances, or Air Pollutants" shall include, but not be limited to any and all substances, materials, waste, or air pollutants determined currently or in the future as hazardous or capable of posing a risk of injury to health, safety, or property by any Federal, State, or local statute, law, ordinance, code, rule, regulation, order, or decree. The Owner attests that the Premises are free of any hazardous materials, substances, or air pollutants as defined above, and the Owner will now and forever after the termination of this Lease hold Tenant harmless and indemnify the Tenant from and against any and all claims, liability, damages or costs arising from or due to the presence of hazardous materials, substances, or air pollutants as defined above, except liability resulting from Tenant's use and occupancy of the Premises.

If during the Tenant's occupancy of the Premises such hazardous materials, substances, or air pollutants are found, the Owner shall as soon as possible after receipt of notice take such action as may be necessary to render the Premises safe.

Upon determination by the Tenant that unsafe hazardous materials, substances, or air pollutants as defined above affecting the Tenant's quiet enjoyment of the Premises exists, the Tenant may vacate the Premises until such time as the hazardous materials, substances, or air pollutants have been repaired or remediated to the satisfaction of the Tenant. If the Tenant vacates the Premises during the repair or remediation process, the Owner shall reimburse the Tenant for all related or relocation costs and rent shall abate during the period of time the Tenant is not in occupancy of the Premises. In the event the Owner fails to repair or remediate the hazardous materials, substances, or air pollutants as soon as practicable as determined by the Tenant, this Lease may by written notice to the Owner be cancelled by the Tenant and the Owner shall thereafter not have any claim against the Tenant due to the cancellation of this Lease.

Owner will immediately advise Tenant in writing of any actions or claims relating to any hazardous materials, substances, or air pollutants on the Premises. If the Owner has

conducted or conducts any testing for hazardous materials, substances, or air pollutants on the Premises before or during the term of the lease, then the Owner shall provide a copy of any test results to the Tenant. The Tenant, at its own expense, may also conduct such testing as it deems appropriate on the Premises.

- f) The default by Owner of any covenant or agreement contained in any paragraph or provision of this Lease, shall constitute a material default of the Lease, and shall entitle the Tenant to terminate this lease, PROVIDED, that prior to such termination, the Tenant shall notify the Owner in writing of the nature of the default and shall grant the Owner a period of thirty (30) days from the date of service of such notice to remedy or cease such act of default, and upon such remedy or cessation by the Owner within said thirty (30) days, the Tenant shall waive the right to terminate for such default. In the event the act of default is such that it cannot be remedied within said thirty (30) day period, the Tenant shall waive the right to terminate for such default if corrective actions are commenced within such period and diligently pursued to completion by the Owner.
- g) Owner shall be responsible for the real estate taxes (if any) and any assessments on the Premises.

#### **7. COVENANTS OF TENANT.**

Tenant hereby covenants and agrees with Owner as follows:

- a) Tenant does hereby covenant, promise, and agree to pay the rent in the manner hereinbefore specified, and to duly comply with all other provisions of this Lease at the time and in the manner herein provided.
- b) At the expiration of this Lease or any renewal thereof, the Tenant will return the Premises to the Owner in as good condition as they were at the time the Tenant went into possession, ordinary wear, damage by the elements and fire excepted. It is mutually agreed, in consideration of the rent to be paid and other conditions of this Lease, that the Tenant shall not be responsible for damage to the Premises by fire unless the damage results from any act or negligence of Tenant or any of Tenant's agents, employees or invitees.
- c) The default by Tenant (a) If Tenant shall be late in the payment of any rent or any other sum of money payable by Tenant to Owner and if Tenant shall fail to cure said late payment within (30) days after receipt of notice of said late payment from Owner, or (b) if Tenant shall be late in the performance or observance of any other agreement or condition in this Lease to be performed or observed and if Tenant shall fail to cure said late performance or observance within thirty (30) days after receipt of notice from Owner of said late performance or observance (unless Tenant commences to cure said late performance or observance within (30) days after receipt of notice thereof and expedite the curing of the same to completion with due diligence), then, in any of said cases and without waiving any claims for breach of agreement, Owner may send written notice to Tenant of the termination of the term of this Lease, and, on the fifth (5th) day next following the date of the sending of the notice, the term of this Lease shall terminate, Tenant hereby waiving all rights of redemption.
- d) Tenant agrees that any improvements to the Leased Premises made by Owner for the benefit of Tenant and any furniture provided for use by the Tenant shall be the property of Owner.

#### **8. ALTERATIONS AND IMPROVEMENTS**

Tenant, at Tenant's expense, shall have the right following Owner's consent to remodel, redecorate, and make additions, improvements and replacements of and to all or any part of the Leased Premises from time to time as Tenant may deem desirable, provided the same are made

in a workmanlike manner and utilizing good quality materials. Tenant shall have the right to place and install personal property, trade fixtures, equipment and other temporary installations in and upon the Leased Premises and fasten the same to the Leased Premises. All personal property, equipment, machinery, trade fixtures and temporary installations, whether acquired by Tenant at the commencement of the Lease term or placed or installed on the Leased Premises by Tenant thereafter, shall remain Tenant's property free and clear of any claim by Owner. Tenant shall have the right to remove the same at any time during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

**9. INSURANCE**

- a) If the Leased Premises or any other part of the Building is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.
- b) Owner shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts as Owner shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.
- c) Tenant and Owner shall, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Building with the premiums thereon fully paid on or before due date, issued by and binding upon some insurance company approved by Owner, such insurance to afford minimum protection of not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Owner shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Owner with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify Owner that a policy is due to expire at least (10) days prior to such expiration. Owner shall not be required to maintain insurance against thefts within the Leased Premises or the Building.

**10. UTILITIES**

Owner shall pay all charges for gas, electricity, water, and sewer used by Tenant on the Leased Premises during the term of this Lease unless otherwise expressly agreed in writing by Owner. Tenant acknowledges that the Leased Premises are designed to provide standard consultation / office use electrical facilities and standard office lighting. Tenant shall not use any equipment or device that utilizes excessive electrical energy, or which may, in Owner's reasonable opinion, overload the wiring or interfere with electrical services to other tenants. Tenant shall be responsible for all costs related to data and telecom installation and use, unless other arrangements are expressly agreed to in writing by Owner and Tenant.

**11. SIGNS**

Following Owner's consent, Tenant shall have the right to place on the Leased Premises, at locations selected by Owner exterior signage permitted by applicable zoning ordinances and private restrictions. Owner may refuse consent to any proposed signage that is in Owner's opinion too large, deceptive, unattractive or otherwise inconsistent with or inappropriate to the Leased Premises. Owner shall assist and cooperate with Tenant in obtaining any necessary

permission from governmental authorities or adjoining owners and occupants for Tenant to place or construct the foregoing signs.

## **12. PARKING**

During the term of this Lease, Tenant shall have exclusive use of the off-street automobile parking areas, driveways, and footways, subject to rules and regulations for the use thereof as prescribed from time to time by Owner. The Owner shall maintain the parking lots and keep the same in good condition, remove snow therefrom and maintain exterior lighting illuminating said parking lots during the evening hours all at the expense of the Owner. Tenant shall not park vehicles overnight at the Premises without prior Owner approval.

## **13. MAINTENANCE AND REPAIRS**

The Owner shall maintain the Premises in good repair and tenantable condition throughout the term of this Lease, except in case of damage arising from a willful act or the negligence of the Tenant's agents or employees. For the purpose of so maintaining the Premises, the Owner reserves the right at reasonable times to enter and inspect the Premises and to make any necessary repairs thereto. During the Lease term, Owner shall make, at Owner's expense, all necessary repairs to the exterior walls, exterior doors, windows and corridors of the building and keep the building housing the Leased Premises in a safe, clean, neat and attractive condition. Owner agrees to keep all building equipment such as plumbing, heating, air conditioning and similar equipment in good repair, but shall not be responsible for breakdowns or temporary interruptions in service where reasonable efforts are used to restore service. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises damaged or worn through normal occupancy. Repairs shall not include routine tasks such as light bulb replacement (except for inaccessible fixtures), hanging pictures, or moving furniture or equipment.

## **14. ENTRY**

Owner shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Owner shall not thereby unreasonably interfere with Tenant's business on the Leased Premises.

## **15. BUILDING RULES**

Tenant will comply with the rules of the Building adopted and altered by Owner from time to time and will cause all of its agents, employees, invitees and visitors to do so; all changes to such rules will be sent by Owner to Tenant in writing. The initial rules for the Building are attached hereto as Exhibit B and incorporated herein for all purposes.

## **16. DAMAGE OR DESTRUCTION**

If the said Premises were wholly destroyed by fire or other casualty this Lease shall immediately terminate. In case of partial destruction or damage so as to render the Premises untenable, either party may terminate the Lease by giving written notice to the other within fifteen (15) days thereafter, and if so terminated no rent shall accrue to the Owner after such partial destruction or damage. If the Leased Premises or any other part of the Building is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.

**17. BROKERS**

Owner and Tenant represent and warrant to each other that they have had no dealings with any broker or agent in connection with this Lease, and Owner agrees to pay and hold Tenant harmless from any claims made by anyone for any compensation, commissions and charges claimed with respect to this Lease or the negotiations thereof.

**18. HOLDING OVER**

If Tenant holds over after the term hereof, with or without the express written consent of Owner, such tenancy shall be from month to month only, with no renewal hereof or an extension for any further term, and in such case basic monthly rent shall be payable at the rate during the last month of the term hereof. Owner shall be entitled to change rents with a 60-day notice to Tenant. Such month-to-month tenancy shall be subject to every other term, covenant and agreement contained herein.

**19. SUBORDINATION**

This Lease shall be subject and subordinate at all times to the lien of any mortgage or other encumbrance(s) which may now or which may at any time hereafter be made upon the building of which the Premises is a part or any portion thereof, or upon Owner's interest therein. This clause shall be self-operative, and no further instrument or subordination shall be required to effect the subordination of this Lease. Nonetheless, in confirmation of such subordination, Tenant shall execute and deliver such further instrument(s) subordinating this Lease to the lien of any such mortgage or any other encumbrance(s) as shall be desired by any mortgagee or party secured or proposed to be secured thereby.

**20. FORCE MAJEURE**

In the event either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials, failure of power, riots, insurrection, war, acts of God, inclement weather, or other reason beyond that party's reasonable control, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

**21. EMINENT DOMAIN**

In the event the entire Leased Premises shall be appropriated or taken under the power of eminent domain by any public or quasi-public authority, this Lease shall terminate and expire as of the date of such taking, and Tenant shall then be released from any liability thereafter accruing under this Lease. In the event a portion of the Leased Premises shall be so appropriated or taken and the remainder of the property shall not be suitable for the use then being made of the property by the Tenant, or if the remainder of the property is not one undivided parcel of property, Tenant shall have the right to terminate this Lease as of the date of the taking on giving to Owner written notice of termination within thirty (30) days after Owner has notified Tenant in writing that the property has been so appropriated or taken. In the event of the termination of this Lease by reason of the total or partial taking of the Leased Premises by eminent domain, then in any such condemnation proceedings, Owner and Tenant shall be free to make claim against the condemning or taking authority for the amount of any damage done to them, respectively, as a result of the condemning or taking.

**22. CAPTIONS**

The item captions contained herein are for convenience only and do not define, limit, or construe the contents of such items, paragraphs, or sections.

**23. WAIVER**

No waiver of any default of Owner or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Owner or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

**24. MEMORANDUM OF LEASE**

The parties hereto contemplate that this Lease should not and shall not be filed for record, but in lieu thereof, at the request of either party, Owner and Tenant shall execute a Memorandum of Lease to be recorded for the purpose of giving record notice of the appropriate provisions of this Lease.

**25. SUCCESSORS**

This Lease when fully executed shall be binding and enforceable upon the Owner, and Tennant as well as their respective heirs, executors, administrators, successors, and assigns of the parties hereto. In the event of a sale or conveyance of the Premises, the Owner's successor-in-interest shall be solely responsible for all obligations of Owner under this Lease accruing after the effective date of the sale or conveyance.

**26. NOTICE**

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Owner to:

NeighborWorks Green Bay  
Attention: Noel S. Halvorsen  
437 S. Jackson Street  
Green Bay, WI 54301  
noel@nwgreenbay.org

If to Tenant to:

Brown County  
Attention: Molly Hillmann, Contract & Provider Relations Manager  
111 N. Jefferson Street  
Green Bay, WI 54301  
Hillmann\_mm@co.brown.wi.us

Owner and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.



**27. INDEMNIFICATION**

Tenant agrees to indemnify and hold Owner harmless from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, judgments, costs, and expenses, including, but not limited to, attorneys' fees, imposed upon, incurred by, or asserted against Owner or the Premises during or with respect to the term hereof, for: (a) any accidents or injury to or death of persons or loss of or damage to property occurring on or about the Premises, or any part or parts thereof, or the adjoining parking areas, sidewalks, curbs, streets, or ways, arising out of the negligent acts or omissions of Tenant, or any of its agents, contractors, employees, subtenants, licensees, or invitees; (b) any failure by Tenant to duly and fully perform or comply with each and all of the terms of this Lease; (c) any negligence or tortious act by Tenant or any of its agents, contractors, employees, subtenants, licensees, or invitees; or (d) any claim for a construction lien in connection with work done or materials furnished with respect to the Premises by or on behalf of Tenant.

Owner agrees to indemnify and hold Tenant harmless from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, judgments, costs, and expenses, including, but not limited to, attorneys' fees, imposed upon, incurred by, or asserted against Tenant or the Premises during or with respect to the term hereof, for: (a) any accidents or injury to or death of persons or loss of or damage to property occurring on or about the Premises, or any part or parts thereof, or the adjoining parking areas, sidewalks, curbs, streets, or ways, arising out of the negligent acts or omissions of Owner, or any of its agents, contractors, employees, subtenants, licensees, or invitees; (b) any failure by Owner to duly and fully perform or comply with each and all of the terms of this Lease; (c) any negligence or tortious act by Owner or any of its agents, contractors, employees, subtenants, licensees, or invitees; or (d) any claim for a construction lien in connection with work done or materials furnished with respect to the Premises by or on behalf of Owner.

**28. CONSENT**

Owner shall not unreasonably withhold or delay its consent with respect to any matter for which Owner's consent is required or desirable under this Lease.

**29. COMPLIANCE WITH LAW**

Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Owner shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

**30. FINAL AGREEMENT**

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

**31. GOVERNING LAW**

This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

NEIGHBORWORKS:

\_\_\_\_\_  
Noel S. Halvorsen, President & CEO  
NeighborWorks Green Bay

\_\_\_\_\_  
Date

BROWN COUNTY:

\_\_\_\_\_  
Troy Streckenbach, County Executive  
Brown County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Erik Pritzl, Executive Director  
Health and Human Services

\_\_\_\_\_  
Date

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EXHIBIT A – The Premises

1076 St. Agnes Drive:



Map:



## EXHIBIT B – House Rules

1. No Smoking on Premises
2. No Open Flames in Building
3. Lost Keys Subject to Re-Key Fee

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# Brown County Change Order

## Change Order # 02

**PROJECT (Name and address):**

Brown County Jail Expansion &  
Medical Examiner's Office  
3030 Curry Ln, Green Bay, WI 54311

**CHANGE ORDER NUMBER: #02**

DATE: 5/8/19

OWNER: ☐

OWNER'S REP: ☐

CONTRACTOR: ☐

FIELD: ☐

FINAL DESIGNER: ☐

OTHER: ☐

**TO OWNER'S REP. (Name and address):**

The Concord Group  
1000 N. Water St., Suite 1550,  
Milwaukee, WI 53202

CONTRACT DATE: April 10, 2018

CONTRACT FOR: Brown County Project #2195

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

**CO #02 – Brown County Community Treatment Center – Crisis Center Addition Project**

The original Contract Sum was

\$ 400,000.00

The net change by previously authorized Change Order was

\$ 5,000.00

The Contract Sum prior to this Change Order was

\$ 405,000.00

The Contract Sum will be Increased by this Change Order in the amount of

\$ 61,052.00

The new Contract Sum including this Change Order will be

\$ 466,052.00

**NOTE:** This Change Order is in reference to the Concord Group letter proposal dated May 8, 2019.

**NOT VALID UNTIL SIGNED BY THE CONTRACTOR, OWNER'S REP, AND OWNER.**

The Concord Group

OWNER'S REP. (Firm name)

1000 N. Water Street, Suite 1550  
Milwaukee, WI 53202

ADDRESS

Brown County Public Works

OWNER (Firm name)

2198 Glendale Ave  
Green Bay, WI 54303

ADDRESS

Brown County Public Works

OWNER (Firm Name)

2198 Glendale Ave  
Green Bay, WI 54303

ADDRESS

BY (Signature)

John Duggan

(Typed name)

Click or tap here to enter text.

DATE

BY (Signature)

Paul Fontecchio

(Typed name)

Click or tap here to enter text.

DATE

BY (Signature)

Erik Prtizl

(Typed Name)

Click or tap here to enter text.

DATE

# Brown County Change Order

## Change Order # 02

**PROJECT (Name and address):**  
Brown County Jail Expansion &  
Medical Examiner's Office  
3030 Curry Ln, Green Bay, WI 54311

**CHANGE ORDER NUMBER: #02**  
**DATE: 5/8/19**

**OWNER:** ☐  
**OWNER'S REP:** ☐

**TO ARCHITECT (Name and address):**

Venture Architects  
212 North 25th Street  
Milwaukee, WI 53233

**CONTRACT DATE:** October 11, 2018

**CONTRACTOR:** ☐  
**FIELD:** ☐  
**FINAL DESIGNER:** ☐

**OTHER:** ☐

**CONTRACT FOR:** Brown County Project #2236

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*  
**CO #02 – Brown County Community Treatment Center – Crisis Center Addition Project**

The original Contract Sum was	\$ 1,355,677.00
The net change by previously authorized Change Order was	\$ 11,920.00
The Contract Sum prior to this Change Order was	\$ 1,367,597.00
The Contract Sum will be Increased by this Change Order in the amount of	\$ 172,788.00
The new Contract Sum including this Change Order will be	\$ 1,540,385.00

**NOTE:** This Change Order is in reference to Venture Architect's proposal dated March 20, 2019 and includes 10% for reimbursable expenses.

**NOT VALID UNTIL SIGNED BY THE CONTRACTOR, OWNER'S REP, AND OWNER.**

Venture Architects	Brown County Public Works	Brown County Public Works
<b>ARCHITECT (Firm name)</b>	<b>OWNER (Firm name)</b>	<b>OWNER (Firm Name)</b>
212 North 25th Street	2198 Glendale Ave	2198 Glendale Ave
Milwaukee, WI 53233	Green Bay, WI 54303	Green Bay, WI 54303
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
<b>BY (Signature)</b>	<b>BY (Signature)</b>	<b>BY (Signature)</b>
John Sabinash	Paul Fontecchio	Erik Pritzl
<b>(Typed name)</b>	<b>(Typed name)</b>	<b>(Typed Name)</b>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>

BROWN COUNTY COMMUNITY TREATMENT CENTER							
APRIL 2019 BAY HAVEN STATISTICS							
	APRIL	YTD 2019	YTD 2018		APRIL	YTD 2019	YTD 2018
<b>ADMISSIONS</b>							
Voluntary - Mental Illness	38	135	104	<b>AVERAGE DAILY CENSUS</b>	8.0	7.9	6.6
Emergency Detention - Mental Illness	0	0	0				
Return from Conditional Release	0	0	0	<b>INPATIENT SERVICE DAYS</b>	239	950	797
Court Order - Prelim Mental Illness	0	0	0				
Court Order - Final Hearing	0	0	0	<b>BED OCCUPANCY</b>	53%	53%	44%
Other - EPP	0	0	6				
<b>TOTAL</b>	<b>38</b>	<b>135</b>	<b>110</b>	<b>DISCHARGES</b>	<b>44</b>	<b>135</b>	<b>101</b>
<b>READMIT WITHIN 30 DAYS</b>				<b>DISCHARGE DAYS</b>	<b>300</b>	<b>1350</b>	<b>577</b>
Readmit within 30 days	7	17	9				
				<b>AVERAGE LENGTH OF STAY</b>	<b>7</b>	<b>10</b>	<b>6</b>
<b>IN/OUT</b>	<b>1</b>	<b>7</b>	<b>10</b>				
				<b>AVERAGE LOS BY COUNTY</b>			
<b>ADMISSIONS BY COUNTY</b>							
Brown	33	119	91	Brown	7	10	8
Door	1	5	1	Door	5	10	1
Kewaunee	0	2	1	Kewaunee	0	1	3
Oconto	1	2	5	Oconto	3	2	3
Marinette	0	0	0	Marinette	0	0	0
Shawano	2	4	7	Shawano	3	9	10
Waupaca	0	0	1	Waupaca	0	0	2
Menominee	0	0	0	Menominee	0	0	0
Outagamie	0	1	1	Outagamie	0	1	6
Manitowoc	0	1	1	Manitowoc	0	0	1
Winnebago	0	0	0	Winnebago	0	0	0
Other	1	1	2	Other	4	2	7
<b>TOTAL</b>	<b>38</b>	<b>135</b>	<b>110</b>	<b>TOTAL</b>	<b>7</b>	<b>10</b>	<b>6</b>

**BROWN COUNTY COMMUNITY TREATMENT CENTER  
APRIL 2019 NICOLET PSYCHIATRIC CENTER STATISTICS**

	APRIL	YTD 2019	YTD 2018		APRIL	YTD 2019	YTD 2018
<b>ADMISSIONS</b>							
Voluntary - Mental Illness	25	72	52	<b>AVERAGE DAILY CENSUS</b>	12.2	13.1	10.1
Emergency Detention - Mental Illness	37	124	169				
Return from Conditional Release	5	25	25	<b>INPATIENT SERVICE DAYS</b>	367	1577	1208
Court Order - Prelim Mental Illness	0	0	0				
Court Order - Final Hearing	0	4	4	<b>BED OCCUPANCY</b>	76%	82%	63%
Other	0	0	0				
<b>TOTAL</b>	<b>67</b>	<b>225</b>	<b>250</b>	<b>DISCHARGES</b>	<b>67</b>	<b>222</b>	<b>249</b>
<b>READMIT WITHIN 30 DAYS</b>				<b>DISCHARGE DAYS</b>	<b>505</b>	<b>1522</b>	<b>1222</b>
Readmit within 30 days	10	26	14				
				<b>AVERAGE LENGTH OF STAY</b>	<b>8</b>	<b>7</b>	<b>5</b>
<b>IN/OUT</b>	<b>2</b>	<b>11</b>	<b>7</b>				
				<b>AVERAGE LOS BY COUNTY</b>			
<b>ADMISSIONS BY COUNTY</b>							
Brown	61	204	201	Brown	6	8	5
Door	1	2	5	Door	1	3	4
Kewaunee	1	2	1	Kewaunee	1	1	0
Oconto	1	3	8	Oconto	4	3	4
Marinette	0	0	7	Marinette	0	0	6
Shawano	1	3	3	Shawano	5	3	1
Waupaca	0	0	0	Waupaca	0	0	0
Menominee	0	1	0	Menominee	0	0	0
Outagamie	1	5	8	Outagamie	2	5	4
Manitowoc	0	1	10	Manitowoc	0	0	4
Winnebago	0	0	0	Winnebago	0	0	0
Other	1	4	7	Other	23	14	6
<b>TOTAL</b>	<b>67</b>	<b>225</b>	<b>250</b>	<b>TOTAL</b>	<b>8</b>	<b>7.5</b>	<b>5</b>



Bayshore Village  
APRIL 2019  
Statistics

NURSING HOME			
	APR 2019	Yr to Date 2019	Yr to Date 2018
<b>ADMISSIONS</b>			
From Nicolet Psychiatric Center	0	0	0
From General Hospital	0	0	1
From Nursing Home	0	3	0
From Home	0	0	1
From Residential Care Facilities	0	1	1
Protective Placement	0	5	9
Other	0	0	0
Total	0	9	12
Re-admit from hospital stay (Unit chart was not closed)	0	0	0
<b>DISCHARGES</b>			
To Nicolet Psychiatric Center	0	0	0
To General Hospital	0	0	0
To Nursing Home	0	0	0
To Home	0	0	4
To Alternate Care Programs	0	0	0
To Residential Care Facilities	0	1	4
Expired	3	4	3
Other	0	0	0
Total	3	5	11
Bed Occupancy Including Payable (Bed Hold Days)	94.3	94.9	96.1
D/C to Hospital (Unit chart not closed)	0	0	0
<b>Total Service Days</b>			
SNF - (Skilled Nursing Facility)	1782	7158	7265
Paid Bed Hold Days	0	0	17
Total Payable Days	1782	7158	7282
Unpaid Bed Hold Days	0	5	28
Total	1782	7163	7310
Number days D/C to hospital (not billable)	0	0	0
<b>Average Daily Census</b>			
Avg. Census (Payable Days) (total days/total beds)	94.3	95.0	96.3
Avg. Census (All Days) (total days/total beds)	94.3	95.1	96.7
Avg. Daily Census Bayshore Village(63 Beds)	59.4	60.1	64.4
** Nursing Home client with DD1A Level of Care			

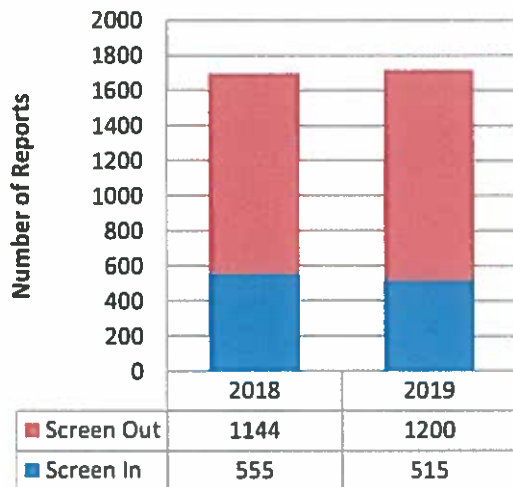
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## CTC Double Shifts Worked — April 1-30, 2019

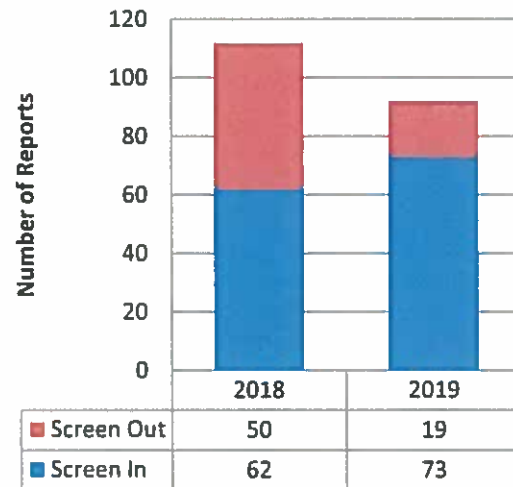
Employee Name	Classification	Date(s)	shifts worked
Begalke, John	CNA	April 7, 18, 20, 21	PM / NOC
		April 27	NOC / AM
Chang, Chue	CNA	April 13	AM / PM
Deprey, Jenny	CNA	April 21	AM / PM
Dimitrova, Miglena	CNA	April 21	AM / PM
Elsner, Deb	CNA	April 6, 25	AM / PM
Hanson, Ian	CNA	April 6	AM / PM
Harrill, Diane	CNA	April 13, 14, 27, 28	PM / NOC
Joachim, Bob	CNA	April 17, 20	AM / PM
Radeva, GiGi	CNA	April 6, 7	PM / NOC
		April 28	AM / PM
Spencer, Brenda	LPN	April 20	PM / NOC

# Child Protection Statistics: April, 2019

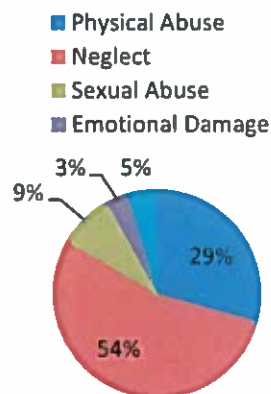
## Year to Date: CPS Referrals



## Year to Date: Service Requests

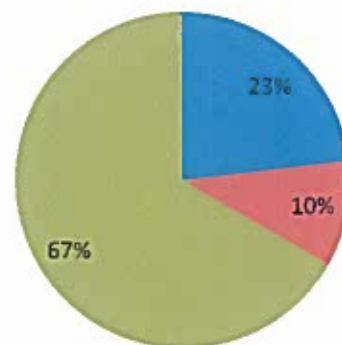


## April CPS Allegation(s) of Maltreatment



## April CPS Response Times

■ Same Day ■ 24-48 Hours ■ 5 Business Days



In the month of April, staff continue to get three or more cases per week in Initial Assessment, with only nine staff able to take on new cases due to training status. This is impacting current staff and their ability to do a thorough family assessment in regard to child safety and services needed. In addition to this, there were over 10 cases transferred from the Initial Assessment Team to the Ongoing Team. At this time the Ongoing Team is also working to transfer cases within the full team to ensure the existing families have what they need from their case manager. The foster care team continues to recruit and license homes to meet the needs of children coming into care. There is a concern for lack of placement options, particularly for sibling groups

**HEALTH AND HUMAN SERVICES  
2019 PROVIDER CONTRACT LIST - 5/2/2019**

Provider	Service(s) Description	Target Client	Updated Not-to-Exceed Amount
101 Mobility (Mobility 101 in Avatar) of Northeast WI	Medical/therapeutic supplies and equipment and home modifications	Children	\$50,000
Acceptational Minds LLC	Living skills for autistic and/or behaviorally-challenged children and their families	Children	\$600,000
A & J Vans Inc.	Vehicle modifications for families with disabled children	Families of disabled children	\$65,000
Adams L AFH	3-4 bed traditional adult family home	MH/AODA	\$90,000
ADL Monitoring Solutions	UA observed collection and transport for veterans treatment court	AODA adults	\$20,000
Advocates for Healthy Transitional Living LLC	Treatment foster care placing agency and respite care	High behavioral needs children	\$930,000
Affinity Health (St. Elizabeth Hospital & Affinity Medical Group)	Inpatient detox services	MH/AODA	\$25,000
Anderson, Campell Educational Teaching (ACE)	Daily living skills training	Children	\$60,000
Anna's House Assisted Living	CBRF (assisted living)	MH/AODA	\$100,000
ASPIRO Inc.	Birth to 3 services, respite, prevocational training, adult day programming	Children with disabilities	\$695,000
Assisted Living by Hillcrest (Allouez Parkside Village #1 and #2)	CBRF (assisted living) for APS use	At-risk adults	\$75,000
Bellin Health Occupational Health Solutions	Drug screenings and transporting inpatient clients to court	Adult parents	\$10,000
Bellin Psychiatric Center	Inpatient psychiatric and detox services	MH/AODA	\$250,000
Berry House (Robert E. Berry House)	CBRF (assisted living) that takes individuals with backgrounds in violent crimes	MH	\$75,000
Better Days Mentoring	Youth mentoring services, daily living skills	Youth	\$275,000
Boll Adult Care Concepts	Corporate adult family home (assisted living) with CCS services for high needs behavioral health	MH/AODA	\$500,000
Brotoloc Health Care System	CBRF and corporate adult family homes (assisted living)	PD with MH issues	\$500,000
Caravel Autism Health	Social learning groups for children with social communication challenges	Children	\$17,500
Care for All Ages (CFAA)	CBRF (assisted living), child day care (day care used VERY sparingly)	PD with MH issues	\$35,000
Catholic Charities of the Diocese of GB	Teen Parenting program, fiscal agent services, domestic violence group	Teens	\$160,000
CP Center	Respite and daily living skills	Children with disabilities	\$75,000
Childrens Service Society	Treatment foster care placing agency	Children	\$10,000
Chilleda Institute	Children high-needs residential care center (RCC)	High behavioral needs children	\$175,000
Cisler Construction	Home remodeling/modifications	Families of long-term care children	\$50,000
Clarity Care Inc.	CBRF (assisted living), home health care	PD with MH issues	\$10,000
Clinicare - Milwaukee Academy	Youth high-needs residential care center (RCC)	High behavioral needs children	\$145,000
Communication Pathways LLC	Social learning groups for children with social communication challenges	Children	\$50,000
Compass Development	CBRF (assisted living)	PD with MH issues	\$62,000
Cordoba Residence LLC	1-2 bed corporate adult family home (AKA 'Community Care Home') specializing in 1:1 care	MH needing 1:1 care	\$210,000
Curative Connections	Supportive home care, specialized transportation, prevocational training, daily living skills, CCS services	MH/AODA and LTC children	\$420,000
Curo Care LLC	Corporate adult family homes (assisted living)	PD with MH issues	\$200,000
Deer Path Assisted Living Inc.	CBRF, corporate adult family homes (assisted living)	MH/AODA	\$120,000
Dodge County (DBA Clearview Behavioral Health)	Brain injury rehabilitation center	Adults w/traumatic brain injury	\$285,000
Dynamic Family Solutions	Family counseling/treatment programs	Families of juvenile offenders	\$30,000
Encompass Child Care	Child day care	Children	\$50,000

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**HEALTH AND HUMAN SERVICES  
2019 PROVIDER CONTRACT LIST - 5/2/2019**

Provider	Service(s) Description	Target Client	Updated Not-to-Exceed Amount
Engberg AFH	1-2 bed traditional adult family home	MH	\$22,000
Exceptional Equestrians	Hippotherapy and therapeutic riding to clients with special needs	Children with disabilities	\$50,000
Expressive Therapies LLC	Music therapy for children	Children	\$28,000
Family Services of Northeast Wisconsin Inc.	CBRF (assisted living), CRISIS Center services, counseling, CCS services	MH/AODA, children	\$3,000,000
Family Training Program	Parenting/family skills training	CPS parents, parents of juvenile offenders	\$290,000
Family Works Programs, Inc.	Treatment foster care placing agency	Children	\$25,000
Foundations Health and Wholeness, Inc.	Treatment foster care placing agency and CCS Services	Children and adults	\$200,000
Friendship House	Group home for juvenile offenders	Juvenile offenders	\$100,000
The Gathering Place	CCS peer support services	MH/AODA	\$25,000
Golden House	Domestic abuse services	Adults in need	\$63,086
Gonzalez AFH	3-4 bed traditional adult family home	PD with MH issues	\$24,000
Goodwill Industries	Prevocational services	PD with MH issues	\$2,500
Green Bay Area Builders	Home remodeling/modifications	Families of long-term care children	\$50,000
Green Bay Transit Commission - NO CONTRACT	Bus passes for transportation to/from school, meetings with parents, etc.	CPS case children and adults	N/A
Greenfield Rehabilitation Agency, Inc.	Birth to 3 services	Children with disabilities	\$510,000
GT Mobility & Services	Vehicle modifications for families with disabled children	Families of disabled children	\$95,000
Helping Hands Caregivers	Supportive home care	PD with MH issues	\$10,000
Home Instead Senior Care	Supportive home care	PD with MH issues	\$8,000
Homes for Independent Living	CBRF (assisted living)	MH	\$200,000
HME Home Medical	Medical and therapeutic supplies and equipment	Children	\$55,000
Improved Living Services	Corporate adult family homes (assisted living), CCS services	MH	\$65,000
Independent Mobility Plus	Medical and therapeutic supplies and equipment	Children	\$50,000
Infinity Care Inc.	CBRF (assisted living), home health care	PD with MH issues	\$95,000
Innovative Services	Corporate adult family home (assisted living), CCS services, daily living skills, supportive home care	High-needs MH	\$1,850,000
Jackie Nitschke Center Inc.	AODA residential and intensive outpatient services	AODA adults and youth	\$150,000
Jacobs Fence	Fence building and repair	Families of long-term care children	\$90,000
KCC Fiscal Agent Services	Payor of client-hired personal care workers		\$950,000
KUEHG - Kindercare	Child day care	Children	\$85,000
Kismet Advocacy	Mentoring, living skills for autistic and/or behaviorally-challenged children and their families	Children	\$318,000
Kimborough, Ellen AFH	1-2 bed traditional adult family home	MH	\$30,000
Lad Lake	Youth high-needs residential care center (RCC)	High behavioral needs children	\$150,000
Lutheran Social Services	CBRF (assisted living) with CCS services	MH/AODA	\$905,000
Lutheran Social Services (Homme Home)	Youth (all male) high-needs residential care center (RCC)	High behavioral needs children	\$615,000
Macht Village Programs Inc. (MVP)	Respite care, counseling, daily living skills, treatment foster care child placing agency	High behavioral needs children	\$700,000
Matthews Senior Living	CBRF (assisted living)	PD with MH issues	\$55,000

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**HEALTH AND HUMAN SERVICES  
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Provider	Service(s) Description	Target Client	Updated Not-to-Exceed Amount
McCormick Memorial Home	CBRF (assisted living)	MH/AODA	\$60,000
Meridian Senior Living (Birch Creek and Bishop's Court)	CBRF (assisted living) for APS use	At-risk adults	\$60,000
Milestones Behavioral Pediatrics	Social learning groups for children with social communication challenges	Children	\$20,000
Moon Beach Camp	Summer camp for children with autism	Children with long-term care needs	\$20,000
Mooring Programs Inc.	AODA residential services	AODA adults	\$100,000
My Brother's Keeper	Male Mentoring Program	Juvenile males	\$10,000
Mystic Meadows LLC	Corporate AFH (assisted living)	MH/AODA	\$320,000
NEW Community Shelter Inc.	Homeless sheltering services	MH	\$40,000
Northwest Passage	Children high-needs residential care center (RCC)	High behavioral needs children	\$125,000
Nova Counseling Services Inc.	AODA residential services	AODA adults	\$50,000
Nurses PRN Home Care	Skilled nursing services	Children	\$45,000
Oconomowoc Development Training Center	Residential care center (RCC) for juvenile offenders	Juvenile offenders	\$175,000
Options Counseling Services (Koinonia)	AODA residential services	AODA adults	\$35,000
Options for Independent Living Inc.	CCS peer support services, home modification assessments	MH/AODA	\$10,000
Options Treatment Program	AODA treatment, CCS services	AODA youth and adults	\$40,000
Paragon Industries	Daily respite care	Children with long-term care needs	\$250,000
Parmentier AFH	3-4 bed traditional adult family home	MH	\$44,500
Pathways Treatment	AODA residential treatment for dual diagnosis clients	AODA/MH (dual diagnosis)	\$375,000
Pillar and Vine, Inc.	Treatment foster care placing agency	Children	\$25,000
Prevea Health WorkMed	Drug screenings	CPS parents, AODA, JJ youth	\$55,000
Productive Living Systems	Corporate adult family homes, CBRF (assisted living), supportive apartment program	MH/AODA	\$340,000
Productive Living Systems (Pnuma LLC)	CBRF (assisted living)	PD with MH issues	\$120,000
Psychological Consultants of Green Bay	Psychological assessments to determine competency	Elderly, DD	\$25,000
Ravenwood Behavioral Health	Nursing home for high-needs MH clients	High-needs MH	\$100,000
Rawhide, Inc.	Residential care center (RCC) for juvenile offenders	Juvenile offenders	\$500,000
Rehabilitation House	Transitional CBRF (assisted living) for co-occurring AODA/MH	MH/AODA	\$60,000
REM Wisconsin	Corporate adult family home, CBRF (assisted living)	MH, PD with MH issues	\$200,000
Saint A	Treatment foster care placing agency	Children	\$30,000
Social Thinkers	Social learning groups for children with social communication challenges	Children	\$22,500
Smith Receiving Home	Receiving home for emergency placements	Children in need	N/A
Spectrum Behavioral Health	CCS services	Children	\$100,000
St. Vincent Hospital	Birth to 3 services, home delivered meals	Children with disabilities	\$250,000
Tellurian	Residential detox	AODA	\$55,000
Tim Hallbrook Builders	Home remodeling/modifications	Families of long-term care children	\$50,000
Tomorrow's Children Inc.	Children high-needs residential care center (RCC)	High behavioral needs children	\$100,000
Treatment Providers LLC (Dr. Fatoki)	Medication Assisted Treatment (MAT) for opioid abuse treatment	AODA	\$60,000

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HEALTH AND HUMAN SERVICES  
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Provider	Service(s) Description	Target Client	Updated Not-to-Exceed Amount
Trempealeau County Health Care	County-run adult family homes, CBRF (assisted living), and institute for mental disease	Very high-needs MH	\$1,400,000
United Translators	Interpreter/translation services	Non-english speaking	\$10,000
VanLanen Receiving Home	Receiving home for emergency placements	Children in need	N/A
Villa Hope	CBRF (assisted living), supportive apartment program	MH/AODA	\$1,400,000
Walking and Wheeling	Medical/therapeutic supplies and equipment and home modifications	Children	\$85,000
Willow Creek Behavioral Health (SBH)	Inpatient psychiatric and detox services	MH/AODA	\$200,000
Wisconsin Family Ties	Family support and advocacy services	Parents of MH/juvenile offenders	\$26,000
Wisconsin Lock and Load Transport	Provides secure transportation to/from GB to other state facilities	MH, JJ	\$42,000

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**Brown County Health and Human Services**  
**New Non-Contracted and Contracted Providers**  
 May 2, 2019

REQUEST FOR NON-CONTRACTED PROVIDER			
PROVIDER	SERVICE DESCRIPTION	NOT-TO-EXCEED AMOUNT	DATE
ABC Child Care	Child care for CPS child	\$10,000	4/4/19
Air Force Gymnastics	Gymnastics for a special needs child	\$10,000	4/4/19
Washington County Juvenile Detention	Occasionally takes JJ secure detention clients when Brown County is full	\$10,000	4/11/19
Individual	Ongoing respite for a CPS child	\$10,000	4/16/19
Waldo, Inc.	Rent for a Treatment Court participant	\$10,000	4/22/19
Individual	Ongoing respite for a CPS child	\$10,000	4/25/19

REQUEST FOR NEW PROVIDER CONTRACT				
PROVIDER	SERVICE DESCRIPTION	TARGET CLIENTS	NOT-TO-EXCEED CONTRACT AMOUNT	DATE
Clinicare-Milwaukee Academy	Residential Care Center	Children with high behavioral needs	\$145,000	4/1/19
Tim Halbrook Builders	Home modifications	Children with long-term care needs	\$50,000	4/1/19